2025-2026 College Catalog

Locations

Butts County Center
1578 Highway 16 West
Jackson, GA 30233
770-504-7590

Fayette County Center
250 Peachtree Parkway South
Peachtree City, GA 30269
770-228-7348

Flint River Campus
1533 Highway 19 South
Thomaston, GA30286
706-646-6148

Griffin Campus
501 Varsity Road
Griffin, GA30223
770-228-7348

Henry County Center
300 Lakemont Drive
McDonough, GA 30253
770-914-4411

Jasper County Center
112 Industrial Park Drive
Monticello, GA 31064
706-468-9930

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, the college reserves the right to change any provision listed in the catalog, including, but not limited to, entrance requirements and admission procedures, academic requirements for graduation, and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes, including addendums to the catalog, and the student handbook can be found at the Southern Crescent Technical College website, located online at http://www.sctech.edu. The web version supersedes all other forms of publications in terms of revisions.

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Crescent Technical College.

Articulation Agreements between Southern Crescent Technical College and Other Colleges

Articulation agreements are formal partnerships Between Southern Crescent Technical College and other colleges and universities. These colleges have committed to accept the credits in the articulation agreements from Southern Crescent Technical College students. Other colleges and universities may, and have accepted credits from Southern Crescent Technical College Students on a case-by-case basis. It is recommended you check with the individual college or university regarding transfer of credits if there is not an articulation agreement with that college or university.

COLLEGE	SCTC PROGRAM	UNIVERSITY PROGRAM
Chamberlain University	ASN Nursing (RN)	BS Nursing
Clayton State University	AAS Cybersecurity	BS Information Technology
Clayton State University	AAS in any area	BAS in Administrative Management or Technology Management
Clayton State University	AAS Early Childhood Care and Education	BS Education
Clayton State University	AAS Early Childhood Care and Education	BS Elementary Education
Clayton State University	AAS Healthcare Management	BS College of Health
Clayton State University	AAS Orthopedic Technology	BS College of Health
Clayton State University	AAS Paralegal Studies	BS Legal Studies
Clayton State University	AAS Pharmacy Technology	BS College of Health
Clayton State University	AAS Respiratory Care	BS College of Health
Clayton State University	AAS Surgical Technology	BS College of Health
Clayton State University	ASN Nursing (RN)	BS Nursing
Clayton State University	AAS Paramedicine	BS College of Health
Clayton State University	AAS Cardiovascular Technology	BS College of Health
Columbia Southern University	AS Nursing	BS Psychology

Columbia Southern University	AAS Early Childhood Care and Education	BS Psychology
Columbia Southern University	AAS Forensic Science Technology	BS Forensic Investigation
Columbia Southern University	AAS Criminal Justice Technology	BS Criminal Justice Administration
Columbia Southern University	AAS Cardiovascular	BS Emergency Medical Services Administration
Columbia Southern University	AAS Respiratory Care	BS Emergency Medical Services Administration
Columbia Southern University	AAS Paramedicine	BS Health Care Administration
Columbia Southern University	AAS Radiologic Technology	BS Health Care Administration
Columbia Southern University	AAS Surgical Technology	BS Health Care Administration
Columbia Southern University	AAS Air Conditioning Technology	BS Business Administration - General
Columbia Southern University	AAS Mechatronics Technology	BS Business Administration - General
Columbia Southern University	AAS Industrial Systems	BS Occupational Safety and Health
Columbia Southern University	AAS Cybersecurity	BS Information Systems and Cyber Security
Columbia Southern University	AAS Computer Programming	BS Information Technology
Columbia Southern University	AAS Database Specialist	BS Information Technology
Columbia Southern University	AAS Web Application	BS Information Technology
Columbia Southern University	AAS Web Site Design	BS Information Technology
Columbia Southern University	AAS Networking Specialist	BS Information Technology
East Georgia State College	AAS Fire & Emergency Services	BS Fire & Emergency Services
Fort Valley State University	AS General Studies	Various Bachelors Degrees
Georgia Military College	AAS Accounting	BAS Business Management
Georgia Military College	AAS Air Conditioning Technology	BAS Supervision & Management
Georgia Military College	AAS Applied Technical Management	BAS Business Management
Georgia Military College	AAS Automotive Technology	BAS Supervision & Management
Georgia Military College	AAS Business Technology	BAS Supervision & Management
Georgia Military College	AAS Business Management	BAS Business Management
Georgia Military College	AAS Computer Programming	BAS Supervision & Management
Georgia Military College	AAS Criminal Justice Technology	BAS Supervision & Management
Georgia Military College	AAS Culinary Arts	BAS Supervision & Management
Georgia Military College	AAS Database Specialist	BAS Supervision & Management
Georgia Military	AAS Drafting Technology	BAS Supervision & Management

College		
Georgia Military College	AAS Early Childhood Education	BAS Supervision & Management
Georgia Military College	AAS Electronics Technology	BAS Supervision & Management
Georgia Military College	AAS Fire Science Technology	BAS Supervision & Management
Georgia Military College	AAS Forensic Science Technology	BAS Supervision & Management
Georgia Military College	AAS Health Information Technology	BAS Supervision & Management
Georgia Military College	AAS Horticulture	BAS Supervision & Management
Georgia Military College	AAS Industrial Systems Technology	BAS Supervision & Management
Georgia Military College	AAS Logistics & Supply Chain Mgmt.	BAS Business Management
Georgia Military College	AAS Networking Specialist	BAS Supervision & Management
Georgia Military College	AAS Orthopedic Technology	BAS Supervision & Management
Georgia Military College	AAS Paralegal Studies	BAS Supervision & Management
Georgia Military College	AAS Paramedicine	BAS Supervision & Management
Georgia Military College	AAS Pharmacy Technology	BAS Supervision & Management
Georgia Military College	AAS Radiologic Technology	BAS Supervision & Management
Georgia Military College	AAS Respiratory Care	BAS Supervision & Management
Georgia Military College	AAS Surgical Technology	BAS Supervision & Management
Georgia Military College	AAS Web Application Development	BAS Supervision & Management
Georgia Military College	AAS Web Site Design	BAS Supervision & Management
Georgia Southwestern State University	AS General Studies	BS Long Term Care Management
Georgia Southwestern State University	AS General Studies	BS Exercise Science
Georgia Southwestern State University	AS Nursing	BS Nursing
Gordon State College	AAS Accounting	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Applied Technical Management	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Business Management	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Business Technology	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Criminal Justice Technology	BA Interdisciplinary Studies or BS Management and Administration

Gordon State College	AAS Cybersecurity	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Database Specialist	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Film Technology	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Forensic Technology	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Healthcare Management	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AAS Interdisciplinary Studies	BA Interdisciplinary Studies or BS Management and Administration
Gordon State College	AS Consumer Economics	BA English
Gordon State College	AS Consumer Economics	BS Human Services
Gordon State College	AS Consumer Economics	BS Interdisciplinary Studies
Gordon State College	AS Consumer Economics	BS Management and Administration
Gordon State College	AS General Studies	BA English
Gordon State College	AS General Studies	BS Human Services
Gordon State College	AS General Studies	BS Interdisciplinary Studies
Gordon State College	AS General Studies	BS Health Information Management
Gordon State College	AS Nursing	RN-BSN
Grand Canyon University	AS Nursing	BSN - CEP
Grand Canyon University	AS Nursing	MSN Bridge - CEP
Herzing University	AS Nursing	BSN-Online RN
Herzing University	AS Nursing	MSN-Accelerated Online RN
Indiana Wesleyan University	AAS Accounting	BS Accounting
Indiana Wesleyan University	AAS Business Management	BS Business Administration
Indiana Wesleyan University	AAS Healthcare Management	BS Healthcare Administration
Indiana Wesleyan University	AAS Networking Specialist	BS Business Information Systems
Indiana Wesleyan University	ASN Nursing	BS Nursing
Indiana Wesleyan University	AAS Criminal Justice Technology	BS International Relations
Indiana Wesleyan University	AAS Criminal Justice Technology	BS Criminal Justice
Mercer University	AAS in any area	BS General Education
Mercer University	AAS in Early Child Care and Education	BS Early Care & Education
Mercer University	AAS in Early Child Care and Education	BS Early Childhood Special Education
Mercer University	AS General Studies	Various Bachelor Degree Programs

Middle Georgia State University	AAS Cybersecurity	BS Information Technology
Middle Georgia State University	AAS Respiratory Care	BS Respiratory Therapy
Troy State University	General Education Courses	General Education Courses
University of Georgia - Griffin Campus	AS Consumer Economics	Consumer Economics (BSFCS)
University of Phoenix	ASN Nursing	BS Nursing
Valdosta State University	AAS Accounting	BS Human Capital Performance
Valdosta State University	AAS Accounting	BS Organizational Behavior
Valdosta State University	AAS Air Conditioning Technology	BS Human Capital Performance
Valdosta State University	AAS Air Conditioning Technology	BS Organizational Behavior
Valdosta State University	AAS Applied Technical Management	BS Human Capital Performance
Valdosta State University	AAS Applied Technical Management	BS Organizational Behavior
Valdosta State University	AAS Automotive Technology	BS Human Capital Performance
Valdosta State University	AAS Automotive Technology	BS Organizational Behavior
Valdosta State University	AAS Business Management	BS Human Capital Performance
Valdosta State University	AAS Business Management	BS Organizational Behavior
Valdosta State University	AAS Business Technology	BS Human Capital Performance
Valdosta State University	AAS Business Technology	BS Organizational Behavior
Valdosta State University	AAS Computer Programming	BS Human Capital Performance
Valdosta State University	AAS Computer Programming	BS Organizational Behavior
Valdosta State University	AAS Criminal Justice Technology	BS Human Capital Performance
Valdosta State University	AAS Criminal Justice Technology	BS Organizational Behavior
Valdosta State University	AAS Culinary Arts	BS Human Capital Performance
Valdosta State University	AAS Culinary Arts	BS Organizational Behavior
Valdosta State University	AAS Database Specialist	BS Human Capital Performance
Valdosta State University	AAS Database Specialist	BS Organizational Behavior
Valdosta State University	AAS Early Childhood Education	BS Human Capital Performance
Valdosta State University	AAS Early Childhood Education	BS Organizational Behavior
Valdosta State University	AAS Electronics Technology	BS Human Capital Performance
Valdosta State University	AAS Electronics Technology	BS Organizational Behavior
Valdosta State University	AAS Film Technology	BS Human Capital Performance
Valdosta State University	AAS Film Technology	BS Organizational Behavior
Valdosta State University	AAS Fire Science Technology	BS Human Capital Performance
Valdosta State University	AAS Fire Science Technology	BS Organizational Behavior
Valdosta State University	AAS Forensic Science Technology	BS Human Capital Performance
Valdosta State University	AAS Forensic Science Technology	BS Organizational Behavior
Valdosta State University	AAS Health Information Technology	BS Human Capital Performance

Valdosta State University	AAS Health Information Technology	BS Organizational Behavior
Valdosta State University	AAS Horticulture	BS Human Capital Performance
Valdosta State University	AAS Horticulture	BS Organizational Behavior
Valdosta State University	AAS Industrial Systems Technology	BS Human Capital Performance
Valdosta State University	AAS Industrial Systems Technology	BS Organizational Behavior
Valdosta State University	AAS Networking Specialist	BS Human Capital Performance
Valdosta State University	AAS Networking Specialist	BS Organizational Behavior
Valdosta State University	AAS Orthopedic Technology	BS Human Capital Performance
Valdosta State University	AAS Orthopedic Technology	BS Organizational Behavior
Valdosta State University	AAS Paralegal Studies	BS Human Capital Performance
Valdosta State University	AAS Paralegal Studies	BS Organizational Behavior
Valdosta State University	AAS Paramedicine	BS Human Capital Performance
Valdosta State University	AAS Paramedicine	BS Organizational Behavior
Valdosta State University	AAS Pharmacy Technology	BS Human Capital Performance
Valdosta State University	AAS Pharmacy Technology	BS Organizational Behavior
Valdosta State University	AAS Radiologic Technology	BS Human Capital Performance
Valdosta State University	AAS Radiologic Technology	BS Organizational Behavior
Valdosta State University	AAS Respiratory Care	BS Human Capital Performance
Valdosta State University	AAS Respiratory Care	BS Organizational Behavior
Valdosta State University	AAS Surgical Technology	BS Human Capital Performance
Valdosta State University	AAS Surgical Technology	BS Organizational Behavior
Valdosta State University	AAS Web Application Development	BS Human Capital Performance
Valdosta State University	AAS Web Application Development	BS Organizational Behavior
Valdosta State University	AAS Web Site Design	BS Human Capital Performance
Valdosta State University	AAS Web Site Design	BS Organizational Behavior
Wesleyan College	General Education Courses	General Education Courses

TCSG System-Wide Articulation Agreements

In addition to the above articulation agreements, the Technical College System of Georgia has system-wide articulation agreements. Southern Crescent Technical College is included in those agreements. See the links below:

1.

   a. TCSG Albany State University Articulation Agreement

   b. TCSG Brenau Articulation Agreement (Updated 2014)

   c. ***New*** TCSG DeVry University Articulation Agreement

      i. TCSG DeVry CIS Block Credit 10/15/21

      ii. TCSG DeVry Computer Programming AAS to BSTM 8/26/21

      iii. TCSG DeVry Cyber Security AAS to BSTM 8/26/21

      iiii. TCSG DeVry HIT AAS to BSTM 8/26/21

      iiiii. TCSG DeVry Networking Specialist to BSTM 8/26/21

      iiiiii. TCSG DeVry Website Design

Development AAS to BSTM 8/26/21

d. TCSG Embry Riddle Aeronautical Educational Partnership Agreement

e. TCSG Fort Hays State University Transfer and Articulation Agreement, January 2015

f. TCSG GaDOE Articulation Agreement for Automotive Technician Articulation

g. ***New*** TCSG GaDOE Articulation Agreement for Drafting

h. TCSG GaDOE Articulation Agreement for Certified Cloud Computing

i. ***New*** TCSG GaDOE Articulation Agreement for Early Childhood Education

j. ***New*** TCSG GaDOE Articulation Agreement for NCCER Construction

k. TCSG GaDOE Articulation Agreement for Patient Care

l. ***New*** TCSG GaDOE Articulation Agreement for Pharmacy Technology

m. TCSG GaDOE Articulation Agreement for Welding

n. TCSG Georgia Independent Colleges Association (GICA) Transfer Articulation Agreement (Updated: 5/24/18)

o. TCSG Life Umbrella Articulation Agreement

p. TCSG Mercer Tift Transfer Articulation Agreement

q. ***New*** TCSG Morris Brown Articulation Agreement

   i. ***New*** TCSG Morris Brown Business Program Course Crosswalk

   ii. ***New*** TCSG Morris Brown Business Management Course Crosswalk

r. ***New*** TCSG Middle Georgia State University Articulation Agreement

s. TCSG Robert Gordon University Aberdeen

t. TCSG University of Phoenix Alliance Memorandum of Understanding: February 2013

u. TCSG USG General Ed Course Transfers

Important Phone Numbers

Office	Phone Number
Academic Affairs - Griffin	(770) 228-7386
Academic Affairs - Flint River	(706) 646-6235
Admissions - Griffin	(770) 228-7348
Admissions - Flint River	(706) 646-6148
Admissions - Information Flint River	(706) 646-6148
Adult Education - Griffin	(770) 229-3176
Adult Education - Flint River	(706) 646-6121
Adult Education - McDonough	(770) 914-4422
Athletics	(770) 229-3130
Bookstore - Griffin	(770) 229-3135
Bookstore - Flint River	(706) 646-6158
Butts County Center	(770) 504-7590
Campus Police Non-Emergency Monday-Thursday 8am-5pm and Fridays 8am-12 noon	(770) 228-7381
Campus Police On Duty Officer - Butts	(678) 603-6918
Campus Police On Duty Officer - Fayetteville	(678) 603-9942
Campus Police On Duty Officer - Flint	(678) 603-8070
Campus Police On Duty Officer - Griffin	(770) 883-6032
Campus Police On Duty Officer - Henry	(678) 603-5609
Campus Police On Duty Officer - Jasper	(678) 603-5948
Career & Academic Planning Center - Griffin	(770) 229-3048
Career & Academic Planning Center - Henry	(770) 914-4430
Career & Academic Planning Center - Flint River	(706) 646-6180
Cashier/Business Office - Griffin	(770) 228-7275
Cashier/Business Office -Henry	(770) 914-4419
Continuing Education - Griffin	(770) 228-7364OR (706) 646-6144
Continuing Education - Flint River	(706) 646-6151
Cosmetology Office- Griffin	(770) 233-6111
Cosmetology Appointment Desk- Griffin	(770) 228-7374
Cosmetology Appointment Desk- Flint River	(706) 646-6169
Disabilities Services - Griffin	(770) 228-7258
Disabilities Services - Flint River	(706) 646-6224
Online Learning	(770) 412-5774
Dual Enrollment	(770) 233-6140
Esthetics Appointment Desk-Griffin	(770) 229-3273
Economic Development - Griffin	(770) 228-7364
Economic Development - Flint River	(706) 646-6151
Facilities and Operations - Griffin	(770) 229-3455

Facilities and Operations - Flint River	(706) 646-6319
FAX Number - Griffin	(770) 229-3227
FAX Number - Flint River	(706) 646-6063
Financial Aid - Griffin	(770) 228-7368
Financial Aid - Flint River	(706) 646-6386
Financial Aid - Henry	(770) 228-7323
Foundation	(770) 467-6038
GED Testing - Griffin	(770) 229-3176
GED Testing - Flint River	(706) 646-6121
Henry County Center	(770) 914-4411
Henry County Computer Center	(770) 914-4423
High School Coordinator	(770) 233-6140
Human Resources - Griffin	(770) 229-3456
Human Resources - Flint River	(706) 646-6129
Information - Griffin	(770) 228-7348
Information - Flint River	(706) 646-6148
Institutional Advancement	(770) 229-3417
Institutional Effectiveness	(770) 412-4598
Jasper County Center	(770) 228-7348
Library - Griffin	(770) 412-4755
Library - Flint River	(706) 646-6173
Marketing/Public Relations	(770) 228-7373
President's Office	(770) 228-7365
Recruiting	(706) 646-6112 (770) 233-5590
Registrar - Griffin	(770) 228-7362
Registrar - Flint River	(706) 646-6382
Scholarships	(770) 229-3417
Special Populations - Griffin	(770) 228-7382
Special Populations - Flint River	(706) 646-6224
Student Accounts	(770) 228-7275
Student Activities	(770) 229-3049
Student E-mail	(770) 467-4487
Tutoring Center - Griffin	(770) 229-3078
Tutoring Center - Henry	(770) 914-4418
Tutoring Center - Flint River	(770) 229-3078
Tender Tech Child Care Center	(706) 646-6200
Veteran's Affairs - Griffin	(770) 229-3095
Veteran's Affairs - Flint River	(770) 229-3095

Student Calendar - Fall 2025

Fall Semester 2025 Student Academic Calendar

Click here https://www.sctech.edu/student-calendar-fall/

Student Calendar - Spring 2026

Spring Semester 2026 Student Academic Calendar

Click here https://www.sctech.edu/student-calendar/

Student Calendar - Summer 2026

Summer Semester 2026 Student Academic Calendar

Click here https://www.sctech.edu/student-calendar-summer/

Welcome Letter from The President

Welcome to Southern Crescent Technical College

On behalf of the entire Tiger family, it is my pleasure to welcome you to Southern Crescent Technical College! Whether you are attending college for the first time, returning to college, or preparing to enter the job market, I am pleased that you have chosen Southern Crescent Technical College to pursue your educational and career goals!

Currently offering over 200 programs in the areas of allied health, business, computers, film technology, public safety, professional services, and technical and industrial training, Southern Crescent Technical College takes pride in preparing today's students for tomorrow's workforce. From short certificate programs to diploma programs to associate degree programs, Southern Crescent Technical College offers students the state-of-the-art training needed to make a successful and swift transition into the workforce and help stimulate the economic growth and development of the local community.

Our faculty and staff are committed to providing the highest quality services and instruction to our students. At Southern Crescent Technical College, students receive individual attention, hands-on training opportunities, and various support services to successfully grow, prosper, and thrive. In addition to our credit programs, Southern Crescent Technical College offers Adult Education classes as well as Continuing Education opportunities to be able to assist each student as they work to meet their individual educational goals.

I encourage you to carefully review this catalog in its entirety as it will be your blueprint to becoming an SCTC Tiger through to graduation. This catalog will serve as an important resource containing valuable information necessary for student success.

As the College grows, Southern Crescent Technical College will continue to expand its educational programs, offerings and facilities to provide students with enhanced opportunities for career success. Through our mission of workforce development, Southern Crescent Technical College takes pride in building strong students, strong careers, and strong communities.

Thank you for choosing Southern Crescent Technical College! We are excited about our future, and we are honored that you are interested in being a part of it.

Sincerely,

Dr. Irvin T. Clark, III
President

About Southern Crescent Technical College

Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, Fayette County Center, and Jasper County Center) Eben Risper, Assistant Director of Student Support Services, eben.risper@sctech.edu, 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, Fayette County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Building 100 Room 103, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Beth Burns, Director of Human Resources, beth.burns@sctech.edu, Human Resources, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Dundee Education Technology Center, Room 115, Griffin, GA 30223, 770-228-7348.

Southern Crescent Technical College (SCTC) adheres fully to the requirements of Title IX in both policies and procedures. It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal. Any individual who knowingly makes a false charge of harassment/-discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Therefore, Southern Crescent Technical College will not tolerate sexual harassment by anyone, in any form, at any time or location, served by or used by members of the college community. If any member of the SCTC community believes they have been subjected to sexual harassment, they should immediately make that fact known by the most expeditious means to the appropriate school official. In the case of employees, that person is Title IX/Equity and ADA/Section 504 Beth Burns, Director of Human Resources, beth.burns@sctech.edu, Human Resources, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, 770-229-3454.

In the case of students, that person is Title IX/Equity

Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Eben Risper, Assistant Director of Student Support Services, eben.risper@sctech.edu, 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, 770-228-7382 or Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Flint River Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, 706-646-6224, mary.jackson@sctech.edu.

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that you report incidents of sexual harassment to the College, directly to the coordinator listed above, as well as to the designated official at your place of assignment. For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is your duty to be certain that allegations of sexual harassment that come to your attention are reported immediately. If the student or employee being harassed does not report it, you are required to do so.

General Information

This Southern Crescent Technical College Student Handbook describes the expectations for behavior and conduct in the Southern Crescent Technical College community. The handbook also outlines information that is crucial to student success. Each student is responsible for reading and understanding the handbook. Questions and concerns regarding the handbook should be directed to Student Affairs at 770-228-7348 or 706-646-6148.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, the college reserves the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admission procedures, academic requirements for graduation, and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes.
Changes/addendums to the student handbook can be found at the Southern Crescent Technical College website http://www.sctech.edu. The web version supersedes all other forms of publications in terms of revisions.

Board of Directors

Members of the Board of Directors are selected for their knowledge of and affiliations with local business and industry. It is the role of the board members to maintain awareness of local industry and community needs and to communicate those needs to the president and administrative staff.

The Board of Directors reviews and approves, based on community priorities, technical college programs, the College's annual and long-range goals and objectives, and the annual budget projections and improvement plans. The board also evaluates institutional effectiveness, policy development and implementation, and promotes community advocacy.

History of the College

Southern Crescent Technical College was formed in July of 2010 as a result of a merger between Flint River Technical College and Griffin Technical College. The College serves the workforce and community needs of the citizens in the eight counties of the South Atlanta region including Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, and Upson counties. Southern Crescent Technical College students are served at the Flint River Campus in Thomaston, the Griffin Campus in Griffin or at one of the centers in Butts, Fayette, Henry, or Jasper counties. In addition, the College provides Adult Education services and Economic Development opportunities in each of the eight counties in the service area.

In both equipment and in facilities, Southern Crescent Technical College is constantly working to provide the most current, hands-on training to help stimulate the economic growth and development of this community. The tradition of academic excellence continues as the College expands and updates its facilities to help prepare today's students for tomorrow's workforce.

Flint River Technical College and Griffin Technical College had a rich legacy for the communities and the students that they served. The following historical background information on both of the colleges highlights the significant impact of the colleges and illustrates the importance of the educational and training opportunities of Flint River Technical College and Griffin Technical College.

Flint River Technical College

The history of Flint River Technical College began in April of 1961. At that time, an agreement between Upson County and the City of Thomaston created the Upson County Area Vocational-Technical School. Upson Tech was the seventh vocational-technical school established in Georgia. After two years of planning and organizing, the school began classes in September of 1963 in a temporary

building in north Thomaston. The school offered four programs of study.

In September 1964, a new facility was completed on U.S. Highway 19 South that was considered the main campus. The new facility allowed for programs of instruction to increase to eleven as the school served an eight-county area. Additional facilities were added in 1975, 1978, 1991, 1996, and 2007.

Flint River Technical College had five leaders to serve as the President of the College from 1961-2008. The leaders included the following: Mr. E.G. McCants, 1961-1972; Mr. Clarence R. Tunmer, 1972-1975; Mr. Leon L. Barnes, 1975-1987; Dr. Carlos R. Schmitt, 1988-2001; and Dr. Kathy S. Love, 2001-2008.

Griffin Technical College

The history of Griffin Technical College began in September of 1963 when the first students began classes in temporary quarters. Since that time, Griffin Technical College, serving a seven-county service area, expanded its facilities and program offerings. Originally named the Griffin-Spalding County Area Vocational Technical School, the school operated under the supervision of the Georgia Department of Education.

The first 48,000 square foot building was completed in 1966, and the first expansion of the school was completed in 1978 with the addition of 18,748 square feet of classroom space. Additional facilities were added in 1990, 1995, 1997, 2001, 2003, and 2008.

Griffin Technical College had five leaders to serve as the President of the College from 1963-2010. The leaders included the following: Mr. Edwin V. Langford, Sr., 1963-1979; Mr. John V. Hooper, 1979-1981; Dr. Coy L. Hodges, 1981-2002; Wayne Brown, Interim 2002; and Dr. Robert H. Arnold, 2002-2010.

Southern Crescent Technical College

Flint River Technical College and Griffin Technical College merged in 2010 to become Southern Crescent Technical College. Since then, the College has continued the commitment of serving the workforce and educational needs of its eight county service area and expanding the facilities and resources on its campuses and centers. Southern Crescent Technical College has had four leaders serving as President. Dr. Ivan Allen served as Interim President in 2010, Dr. Randall L. Peters served as President of Southern Crescent Technical College from 2010-2016, and Dr. Alvetta Peterman Thomas served as President of Southern Crescent Technical College from December 2016 - 2021 and Dr. Irvin T. Clark, III has served as President since April 2022.

The expansion of facilities and programs has continued to be a priority for the leadership of the College. On June 16, 2011, the Flint River Campus opened the 32,000 square foot Industrial Training Facility - Building E. This facility has nine classrooms, five training laboratories, nine faculty offices, and one administrative office area with an adjacent meeting site and houses various technical programs.

Groundbreaking for the 85,000 square foot Medical Technology Building on the Griffin Campus was held July 28, 2011. This three-story building houses the medical programs and has 12 classrooms, two biology labs, and a chemistry lab to support the allied health programs.

Fall of 2011 marked a noted change in the operations of Southern Crescent Technical College as the college transitioned from the quarter to the semester system.

Construction of the 35,700 square foot, $7.5 million Henry County Center Building A was completed in 2014. Located in McDonough, Georgia, this building sits adjacent to Henry County High School on 25 acres of land generously donated by the Henry County Board of Education.

At the September 27, 2016, meeting of the Southern Crescent Technical College Foundation, Trustee Tom Gardner, Chair of the Dundee Community Association, announced that a donation of $1 million would be made by the Dundee Community Association to the Southern Crescent Technical College Foundation. As a result of this gift, the State Technical College Board of Directors approved renaming Building 200 on the Griffin Campus as the Dundee Education Technology Center.

The Education and Training Complex at Ellis Crossing, located adjacent to the Griffin Campus, was opened in January of 2018. This 65,000 square foot property was purchased and redesigned with funds raised from the 2008 Spalding County SPLOST (Special Purpose Local Option Sales Tax). This space is an extension of the Griffin Campus and has been retrofitted to house the Film Technology program.

The second building located at the Henry County Center was opened in 2019. Building B is an 82,500 square foot multi-level, state-of-the-art training facility that houses various medical programs, including the Associate of Science in Nursing program, an impressive Automotive Technology and Auto Collision Lab, as well as multiple computer and industrial training programs designed to meet the immediate workforce needs of the area.

As the future unfolds, Southern Crescent Technical College will continue to offer the latest certificate, diploma, and associate degrees designed to prepare students to enter the work force immediately upon graduation. The formation of Southern Crescent Technical College as a flagship technical college in the state provides students with expanded educational programs, greater access to college resources and technology, and enhanced opportunities for career success. In addition, business and industry now benefit from a larger pool of qualified, skilled graduates and expanded access to state-of-the-art facilities and equipment.

Mission Statement

Southern Crescent Technical College, a unit of the Technical College System of Georgia, located south of Atlanta, delivers relevant technical education, adult education, and learning opportunities via various instructional modalities at the associate degree, diploma, and certificate levels to promote service, workforce development, and economic development.

Vision Statement

Southern Crescent Technical College will emerge as the preeminent technical college that prepares students to become globally work-ready.

Core Values

- Academic Excellence
- Student Success
- Integrity

Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Southern Crescent Technical College has established curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications, which allow Georgia's technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states:

"If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination, the technical college will retrain the employee at no instructional cost to the employee or the employer."

The Technical Education Warranty applies to any Southern Crescent Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Southern Crescent Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit to the Office of the Vice President for Academic Affairs/Designee a written request citing the graduate's name, student identification number, program of study, and dates of attendance along with a description of the deficiency. The Office of the Vice President for Academic Affairs/Designee will review the claim and take appropriate action.

Open Record Requests

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds, and for the efficient and proper functioning of its institutions. Georgia's Open Records Act, O.C.G.A. 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Southern Crescent Technical College to provide access to all public records in accordance with the law.

As designated by the President of Southern Crescent Technical College, the Open Records Act Officer is the Director of Human Resources.

All Open Records Requests should be sent to:

Beth Burns, Director of Human Resources
Southern Crescent Technical College
501 Varsity Road
Griffin, Georgia 30223
Email: beth.burns@sctech.edu

Reciprocity Agreements

Southern Crescent Technical College has been approved by the State of Georgia to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of post-secondary online learning.

Accreditation

Institutional Accreditation

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Southern Crescent Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Approved/Certification/Licensure Eligible Programs

https://www.sctech.edu/about/accreditation/

Program Accreditation

https://www.sctech.edu/about/accreditation/

College-Wide Policies and Procedures

Activities

All social functions require approval by the Vice President of Student Affairs. Applications for social functions must be submitted to the Vice President of Student Affairs one month prior to the scheduled function.

Whenever the College's facilities are used for official school functions, the group or organization sponsoring the affair is responsible for restoring the area to its previous condition.

Voter Registration

The 1998 Higher Education Act requires all post-secondary institutions to make a good faith effort to distribute voter registration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students. Students may also obtain voter registration forms from the Student Affairs Office. Voter Registration Days are

scheduled throughout the year.

Acceptable Computer and Internet Use

Colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees. In making decisions regarding access to the Internet and use of its computers, Southern Crescent Technical College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from the College to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. Students and employees utilizing Southern Crescent Technical College provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college and must adhere to TCSG State Board Procedure 3.3.4p.

Computer Crimes

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16 - 9 - 90 et seq.):

- Computer Theft
- Computer Trespass: unauthorized use of computers to delete or alter data or interfere with others' usage.
- Computer Invasion of Privacy: unauthorized access to financial or personal data or the like
- Computer Forgery: forgery as defined by other laws, but committed on a computer rather than on paper.

Access

The purpose of technical college - provided computers, computer systems, and Internet access is to facilitate the development of skills and enhance communication in support of research, education and workforce development. To remain eligible as users, employees' and students' use must be in support of and consistent with the objectives of the College. Access is a privilege, not a right. Access entails responsibility. Users should not expect files stored on System or technical college - based computers or hosted services to be private. Electronic messages and files stored on technical college - based computers shall be treated like other technical college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, System and technical college officials are expected to cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems. All information created, stored or transmitted by System or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

In addition to the computer crimes delineated in O.C.G.A. 16 - 9 - 93, the following uses of System or technical college - provided computers, networks and Internet access are not permitted:

1. To create, access or transmit sexually explicit, obscene, or pornographic material;
2. To create, access or transmit material that could be considered unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political

affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity

3. To violate any local, state or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's password, materials, information, or files without permission;
6. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
7. To conduct private or personal for - profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
8. To knowingly endanger the security of any System or technical college computer or network;
9. To willfully interfere with another's authorized computer usage;
10. To knowingly connect any computer to any of the System or technical college networks unless it meets technical and security standards set by the System;
11. To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," "Malware", or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results; l
12. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization ;
13. To conduct unauthorized not - for - profit business activities;
14. To conduct any activity or solicitation for political or religious causes;
15. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information;
16. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use ;
17. To capture and/or record network traffic without authorization ;
18. To knowingly transmit copyrighted material using peer to peer file sharing technology ;
19. To knowingly evade Internet content filtering or other traffic monitoring tools using VPN, Proxy Services, Tor or similar technologies.

Users of System and technical college computers and computer systems are subject to the System's policy on the development of Intellectual Property. Users of System and technical college computers and computer systems or hosted services are subject to the System's Information Security Standards. The System and technical colleges make no warranties of any kind, either express or implied, for the computers, computer systems and Internet access provided. The System and technical colleges shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The System and technical colleges shall not be responsible for the accuracy, nature or quality of information gathered through System or technical college - based computer hard drives or servers; nor for the accuracy, nature or quality of information gathered through System or technical college - provided Internet access. The System and technical colleges shall not be responsible for personal property used to access its computers or networks or for provided Internet access. The System and technical colleges shall not be responsible for unauthorized financial obligations resulting from provided access to the Internet. The foregoing standards are equally applicable to employees of the System, wherever housed, and to employees and students of the technical colleges. Violations of these policies incur the same types of disciplinary measures as violations of other System or technical college policies or state or federal laws, including criminal prosecution.

Copyright

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

TCSG State Board Procedure 3.3.4p prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a $50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

Enrollment and Degree Verification

The National Student Clearinghouse is the College's authorized agent for providing all degree and enrollment verifications after the No Show period.

- For enrollment verification, log onto the following website: www.enrollmentverify.org. If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org
- For degree verification, log onto the following website: www.degreeverify.org. If you need assistance, contact 703-742-4200 or degreeverify@studentclearinghouse.org.

**Students can receive enrollment verifications from the Registrar's Office after the no show deadline or third week of class.

Student Rights

Annual Family Educational Rights and Privacy Act Notification (FERPA)

Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- The right to inspect and review the student's education records within 45 days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college Registrar listing the records the student wishes to inspect. The Registrar will make arrangements for the student to review the requested records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college Registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.
- The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is [at the bottom of this statement in Section "C"] or [available at the office of the technical college registrar.] The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually per-formed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer, or other party to whom TCSG

or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Disclosure of Personally Identifiable Information

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A post-secondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- To TCSG and technical college officials who have a legitimate educational interest in the records.
- To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
- State and local officials or authorities concerning the juvenile justice system and the system's ability to serve effectively, prior to adjudication, the student whose records are released.
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.
- Accrediting organizations in order to carry out their accrediting functions.
- Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
- In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
- To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
- Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
- To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines

that the student has committed a disciplinary violation with respect to such use or possession.

- To the student or the parent of a student who is not an eligible student.
- In connection with a disciplinary proceeding, if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.
- Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.
- The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

Request to Suppress Directory Information

Any student who objects to the release of directory information may file a Request to Suppress Directory Information in writing to the Registrar clearly stating what directory information should not be released.

Note: If a student is attending a postsecondary institution - **at any age** - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the **high school** and may inspect and review any records sent by the postsecondary institution to the high school.

Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law requires that Southern Crescent Technical College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, Southern Crescent Technical College may disclose appropriately designated "directory information" without written consent unless the student has advised SCTC to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want the college to disclose directory information from his or her student education records without prior written consent, the student must notify the Registrar's Office in writing by the first day of the semester by completing the Request to Suppress Records. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Southern Crescent Technical College defines "**public directory information**" as follows:

• Full name of student

• City and county of residence

• Major and field(s) of study

• Enrollment Status (full time, part-time, etc.)

• Degrees and awards and date received

• Dates of attendance

• Participation in official sports and activities

• Height and weight of athletic team members

Note: Non-public directory information listed below is not available to the public, only college officials.

• Email address

• Telephone number

• Address

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff), a person or company with whom the college has contracted; a person serving on the Board of Trustees; or another school official serving on a disciplinary or grievance committee. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

Revised 03/09/2021

Student Right-to-Know

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges and universities participating in the Federal Student Aid Program to disclose basic institution information, graduation rates, and information on students receiving athletically related student aid, campus security policies and campus crime statistics.

Fund Raising Activities

All school club fundraising projects must be approved by the Vice President of Student Affairs (VPSA) and the College President. Any decision will be based on the merit of the project and the schedule of existing activities.

Handbills and Leaflets

Handbills and leaflets distributed on the campus must be approved through the Vice President for Student Affairs.

Intellectual Property

Southern Crescent Technical College adheres to TCSG State Board Policy 3.2.1 “Intellectual Property” and the associate procedures (3.2.2p, 3.3.3p, 3.3.3p1). The policy states that to further the Technical College System of Georgia’s [TCSG] goal of making education accessible to the public, the TCSG owns the intellectual property rights in any and all works produced by or exclusively for the TCSG or its constituent colleges. In order that the Technical College System of Georgia be able to utilize to the best and fullest extent all works produced for it and all works provided for its use, anyone producing work for the System and college units and anyone providing work for their use must represent and warrant that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

Student Photo and Video Policy

By signing and submitting an application and upon your admission to Southern Crescent Technical College, you understand that your name, quotations, and photographic likeness – including video footage – may be used in all forms of media for advertising, trade, and any other lawful purposes on behalf of Southern Crescent Technical College or the Technical College System of Georgia and that you will not receive now or in the future any compensation for this usage. You also understand that your name, quotations, and photographic likeness may be gathered from and posted to SCTC’s social media sites and website and can be downloaded by any computer user on or off campus.

You also understand that, as a student age 18 or older, it is your responsibility to notify the Southern Crescent Office of Student Affairs, if you refuse to have your name, quotations, or photographic likeness used for the College’s unlimited lawful purposes. In addition, all students under the age of 18 must have parental or guardian permission for his/her name, quotations, or photographic likeness to be used by the College. In this instance, this form may be obtained in the Office of Marketing and Public Relations.

Soliciting and Selling on Campus

Approved student clubs may be permitted to solicit and sell on the campus with written authorization from the Vice President of Student Affairs, Vice President of Academic Affairs, or presidential designee.

Interim Addendum to Student Code of Conduct

COVID-19 and Public Health-Informed Campus Policies

Southern Crescent Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious disease declared by the World Health Organization to be a global pandemic.

COVID-19's contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Southern Crescent Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Southern Crescent Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

Warning:

Under Georgia law, there is no liability for an injury or death of an individual entering

these premises if such injury or death results from the inherent risks of contracting

COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the guidelines below are incorporated into the Southern Crescent Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

General Principles:

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

Requirements:

- Students will comply with governmental, state, and campus directives relating to COVID-19 and public health requirements;
- Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;
- If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

1. Inform the College by notifying appropriate personnel;
2. Remain off campus and refrain from attending clinical or internship activities;
3. If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health

authorities.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

Student Conduct Code

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the TCSG establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

Related Authority

TCSG Procedure: 6.7.2p1. Student Disciplinary Procedure, TCSG Procedure: 6.1.1p. Unlawful Harassment and Discrimination of Students

Definitions

Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.

Hearing Body: as defined in Student Disciplinary Policy and Procedure.

Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person(s) involved with the technical college, involved in the community or employed by the technical college.

Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the technical college, including full-time, part-time, Dual Enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered to be students.

System: the Technical College System of Georgia or TCSG.

Technical college official: any person employed by the

technical college performing assigned responsibilities on a part-time, full-time, or adjunct basis.

Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in Student Disciplinary Policy and Procedure.

Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct
Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating

   a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

   e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

   f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

   g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

   h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication
The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

   a. Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

   b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

   c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Non-Academic Misconduct

Non-academic misconduct includes, but is not limited to, the following:

Behavior

Indecent conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

Violence: physical abuse of any person (including dating violence, domestic violence, sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence, which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: Certain physical abuse may also be considered unlawful harassment.

Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.

Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

Professionalism

Personal Appearance

Students will dress appropriately at all times while at the College. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and all employees of the College.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

1. Students are required to dress appropriately according to the requirements of the work for which they are being trained.
    a. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation.
    b. Students should select clothing and shoes for school wear that does not create a safety hazard in meeting the performance requirements of their courses.
    c. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform or safety equipment requirements.
    d. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, clinical work sites, or live work settings.
    e. Shirt and shoes must be worn at all times.
2. Students shall not display a personal appearance (clothing, dress, accessories, grooming, etc.) where the effect thereof is a distraction to other students or college employees or causes a disruption or interference with the operation of the College.

Any full-time faculty or staff member employed by the College has the authority to determine if the particular mode of dress results in disruptions or interference. Violators of the dress code will be sent home to change into appropriate attire. Repeat violators will be reported to the Vice President of Student Affairs, which may result in disciplinary action.

3. Students should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety at all times.
4. In addition to the specifics of the dress code listed above, students must visibly display their current Southern Crescent Technical College ID badges at all times while on campus.

Use of Technical College Property

1. Theft and damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college premises or at a technical college function.
2. Occupation or seizure: illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
3. Presence on technical college premises: prohibits unauthorized entry upon technical college premises;

unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon the technical college premises.

4. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.

5. Fire alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

6. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions. Refer to the Southern Crescent Technical College Parking Policy and Regulations.

Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

1. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

2. Controlled substances, illegal drugs, and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence, which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

3. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

4. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the Southern Crescent Technical College Tobacco Policy.

Use of Technology

1. Damage and destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

2. Electronic devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

3. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another’s legal right to be free from harassment based on that individual’s race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

4. Unacceptable use: Use of computing facilities to

interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password. Southern Crescent Technical College prohibits any additional violation to the department's Acceptable Computer and Internet Use Policy.

Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

Gambling

The Technical College System of Georgia prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

Parking

The technical college prohibits violation of Southern Crescent Technical College regulations regarding the operation and parking of motor vehicles on or around Southern Crescent Technical College premises.

Financial Irresponsibility

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

Violation of Technical College Policy

Violation of system or technical college policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operatives, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

Violation of Law

If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under the

Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Abuse of the Student Judicial Process **, including but not limited to:**

1. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.
2. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
3. Disruption or interference with the orderly conduct of a disciplinary proceeding.
4. Initiating a disciplinary proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
6. Attempting to influence the impartiality of a member of a hearing body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of a hearing body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.

Student Disciplinary Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Related Authority

TCSG Procedure: 6.7.2p2.Model Student Conduct Codes

Definitions

Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.

Business days: weekdays that the technical college administrative offices are open.

Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.

Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.

Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the technical college full-time, part-time, Dual Enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."

Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.

Technical college: any college within the Technical College System of Georgia.

Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Procedure

Filing a Student Disciplinary Complaint

Any person may file a complaint with the Vice President for Student Affairs or the technical college President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

Investigation and Decision

Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

The student shall have five business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.

In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

Actions Taken Without Referral to the Hearing Body

After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a

recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

Actions Taken By the Hearing Body

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

Disciplinary Expulsion – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Violation of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well- being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.

In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in

the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.

A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

Mediation

At the discretion of the technical college President the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Hearing/Appeals Procedure

A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

If the Vice President for Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

If entitled to an appeal to the technical college president, the student shall have five business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs or the technical college President's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Click here to access forms for Student Complaints.

Written Student Grievances/Complaints

Southern Crescent Technical College maintains a grievance/complaint process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines of the complaints (Student Grievance Form (p. 90)). This procedure does not address complaints related to the unlawful harassment (including sexual harassment), discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable issues are issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students; this is a representative list and is not meant to be exhaustive.

Non-grievable issues: Issues, which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.), are not grievable and a student must take advantage of the process in place.

Business days: Weekdays that the college administrative offices are open.

Vice President for Student Affairs: The staff member in charge of the student affairs division at the college.

Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

Grievant: the student who is making the complaint.

Written Student Complaint: Handwritten or typed complaint submitted by a student.

Procedure

1. For all timelines established herein, if a student will need extra time, an extension may be granted at the Vice-President for Student Affairs' discretion.

2. Informal Grievance Procedure:
   Student with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

   a. A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

   b. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.

3. Formal Grievance Procedure:
   Where a student cannot resolve their grievance informally, he or she must use this formal grievance procedure.

   a. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs or the technical college president's designee with the following information:
      Name
      Date
      Brief description of incident being grieved
      Remedy requested
      Signature
      Informal remedy attempted by student and outcome

4. If the grievance is against the Vice President for Student Affairs, the student shall file the grievance with the technical college president.

5. The Vice President for Student Affairs, or the technical college president's designee, will

investigate the matter and supply a written response to the student within 15 business days.

6. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.

7. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

8. The Vice President for Student Affairs, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

9. Appeal:
   The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

   a. A student shall file a written appeal to the technical college president within five (5) business days of receiving the response.

   b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.

   c. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:

      1. The technical college president may appoint a cross functional committee to make the final decision.
      2. The technical college president chooses the process; the decision of the grievance appeal is final.

   d. The technical college president chooses the process; the decision of the grievance appeal is final.

10. Retaliation against a student for filing a grievance is strictly prohibited.

Click here to access forms for Student Complaints.

Health and Safety

As a non-residential institution, Southern Crescent Technical College expects that the student will normally secure medical services through a private physician. In case of a serious accident or illness, Southern Crescent Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges, if in the opinion of the school authorities such service is necessary.

Statistical Reporting

1. The Southern Crescent Technical College Campus Safety & Security will collect and provide statistics on reported sexual assaults as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from statistical reports.

2. Professional counselors associated with Southern Crescent Technical College by Southern Crescent Technical College with whom conversations are privileged will inform survivors of the ability to report crimes on a confidential basis for statistical purposes. Any such reporting is voluntary. All other college personnel are required to notify the Campus Safety & Security upon receipt of a report of sexual assault for Clery Act reporting purposes.

Survivor Confidentiality

Southern Crescent Technical College officials will make every effort to ensure the confidentiality of survivors, and all members of the college community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information is not published to the public.

Annual Security Report

On or before October 1 of each year, Southern Crescent Technical College publishes and distributes its Annual Campus Security Report to current and prospective students and employees through e-mail, campus web page

and a paper copy can be requested through Campus Safety & Security. This report provides crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention programs, along with policy and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Campus Security

Southern Crescent Technical College will provide a reasonable environment of safety for achieving educational goals. In compliance with the Crime Awareness and Campus Security Act of 1990 and Student Right-To-Know (Public Law 101-542), Southern Crescent Technical College has established the following policy and procedures for governing the implementation of this act.

Crime Statistics

Southern Crescent Technical College is committed to providing students with a safe and secure environment in which to learn. The College reports statistics on the following crimes and offenses annually.

Federal Definitions of Reportable Crimes

- Murder/Manslaughter: the willful killing of one human being by another.
- Negligent Manslaughter: manslaughter by negligence-the killing of another person through gross negligence.
- Sex Offenses: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery: taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.
- Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Larceny/Theft: includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism or Property (except Arson): to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Hate Crimes: includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of prejudice listed below.

Categories of Prejudice

- Race: a preformed negative opinion or attitude toward a person or group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- Gender: a preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.
- Religion: a preformed negative opinion or attitude toward a person or group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity: a preformed negative opinion or attitude toward a person or group of persons of the same race who share common or similar traits, heritage, languages, customs or traditions often including a shared religion and/or ideology that stresses common ancestry.
- National Origin: a preformed negative opinion or attitude toward a person or group of persons based on their, or their ancestors', actual or perceived country of birth and who share common or similar traits, languages, customs, and traditions.
- Disability: a preformed negative opinion or attitude toward a person or group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- Gender Identity: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).

Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act

- Dating Violence: violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.
- Domestic Violence: a felony or misdemeanor crime of violence committed
  - by a current or former spouse or intimate partner of the victim;
  - by a person with whom the victim shares a child in common;
  - by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Southern Crescent Technical College's Campus Safety & Security maintains records of all incidents that occur on campus including those which are not required to be reported under the Campus Security Act.

Furthermore, Southern Crescent Technical College must provide the following geographic breakdown of the crime statistics in the annual report:

- On-campus;
- In a non-campus building or on non-campus property;
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Students may contact Campus Safety & Security or Student Affairs to view the updated log of Campus Crime

Incidences. The College must provide this information within two (2) working days of the request.

The data collected for the previous calendar year can be located on the Internet by the following steps:

1. Website: http://ope.ed.gov/security
2. Click on Get data for one institution/campus
3. When the Step 1 - Institution/Campus Search criteria form appears, scroll down to: Name of Institution; type in Southern Crescent Technical College, then click Search.
4. At Step 2 - Select Campus, choose Main Campus.
5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar:
    a. Criminal offenses
    b. Hate offenses
    c. Arrest and disciplinary actions

Crime Prevention Tips

- Immediately report any crime, suspected crime, or suspicious circumstances/persons to campus security, either day or night.
- Never leave personal property in your classroom unattended. If in a classroom, office, or the library take your possessions with you.
- When walking on or off campus at night, employ the buddy system and walk with a friend. Also, let friends know when and where you are going, how you are going and what time you expect to arrive. This alerts them if you are overdue.
- Park your car in a lighted area. Always lock your car. Do not leave CDs, tapes, or other valuables in plain sight. Lock them in the trunk or keep them out of view.
- If you observe criminal activity or suspicious circumstances/persons, ***call 911*** and attempt to provide identifying information such as:

Person – Name (if known), sex, age, height, weight, clothing, apparent condition, and any other identifying information.
Auto – License number, make, model, color, outstanding characteristics (rust, dents, etc.), or special features.
Property – Complete description, serial number, operation I.D.
Identify your belongings! Put your name and address on textbooks, inside the cover and on an inside page or two.

Procedures for Reporting All Crimes and Emergencies

For all **crimes-in-progress** or **emergencies,** E-911 should be called first, followed by dialing SCTC Campus Safety & Security at 770-467-4491. Campus Safety & Security will generate all criminal and emergency response reports as needed, and be the repository for such documents in these incidents.

Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by Campus Safety & Security and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday, at 501 Varsity Road, Griffin, Georgia 30223, excluding holidays when the College is closed and online at https://www.sctech.edu/police/daily-crime-log/.

Campus Safety & Security may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

Campus Safety & Security's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

Campus Safety & Security maintains fire drill logs for each campus and center. Information requests should be directed to the Campus Safety & Security's office during normal business hours.

Counseling Resources

Tiger Assistance Program (TAP)

Espyr provides counseling to Full-Time students and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-866-734-3890) http://www.espyr.com

Employee Assistance Program (EAP)

Espyr provides counseling to employees and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014) http://www.espyr.com

To find a rape crisis center near you please call 1-800-656-HOPE to locate the closest center.

Drug Abuse Prevention

The Higher Education Amendments of 1986 require that all post-secondary institutions make provisions for drug abuse prevention programs in order to remain eligible for financial aid.

The Student Affairs Office schedules alcohol and substance abuse seminars throughout the academic year. Notices of seminars are posted throughout the campus and on the plasma screens.

For further information, see https://www.sctech.edu/personal-counseling/ or contact the Student Affairs Office for available programs and services.

Drugs and Alcohol Abuse Prevention Plan (DAAPP)

SCTC Drug and Alcohol Policy

Southern Crescent Technical College prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the state of Georgia. Areas where the use is prohibited include student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered SCTC property.

https://www.sctech.edu/campus-police-public-safety/annual-security-report/

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on campus premises or at any College sponsored event is prohibited. This does not include use or possession of drugs prescribed by a person legally authorized to do so. Specific penalties for the possession, use or sale of illegal drugs or alcohol are contained in detail under the Drug-Free Schools and Communities Act section. All of the following information can be accessed through the Campus Security page of the SCTC Website.

Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter). Although alcohol is legal, it is a potentially lethal drug and can be addictive.

- Marijuana: Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short---term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"---loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

- Stimulants: The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are not harmless. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at any time, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can by psychologically and physically addictive.

- Narcotics: This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction. Sedatives: Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. They are, however, physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

- Psychedelic Drugs: The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be good and another may be disastrous. There is a great danger of bodily injury to self and others.

Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited. The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

Alcohol, Drugs and Narcotics

The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College sponsored events. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall, as of the date of conviction, be suspended from the public educational institution in which such person is enrolled.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances can lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

- Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.

- Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances, it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

- Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

- Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.

- Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death. Prescription drugs, used improperly, can cause tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

- Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

- Alcohol consumption, particularly heavier drinking, is an important risk factor for many health problems and, thus, is a major contributor to the global burden of disease. In fact, alcohol is a necessary underlying cause for more than 30 conditions and a contributing factor to many more.

The most common disease categories are entirely or partly caused by alcohol consumption include infectious diseases, cancer, diabetes, neuropsychiatric diseases (including alcohol use disorders), cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury. Knowledge of these disease risks has helped in the

development of low-risk drinking guidelines. In addition to the risk of these diseases, alcohol consumption can affect the health of others and cause social harm to the drinker and others, adding to the overall cost associated with alcohol consumption. These findings underscore the need to develop effective prevention efforts to reduce the pain and suffering, and the associated costs, resulting from excessive alcohol use. (www.niaaa.nih.gov)

NOTE: Drinking alcohol is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice - to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision. There are 50 million adults who have chosen not to drink. Alcohol is potent--it affects the brain powerfully and quickly. Alcohol can kill. It is a major factor in motor vehicle accidents, drownings and violent crimes. Alcohol consumption can destroy, ruins careers, breaks up families, and can lead to personal tragedy. Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities. A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

Family, social, job or financial difficulties due to drinking.

- Loss of ability to control drinking.
- "Blackouts" or forgetting what happened while drinking.
- Distressing reactions if drinking is stopped.
- A need to drink increasingly more to get the desired effect.
- Changes in behavior or personality when drinking.
- Getting drunk frequently--more than four times a year.
- Injuring oneself or someone else while intoxicated.
- Breaking the law while intoxicated.
- Starting the day with a drink.

If you know anyone who is not a responsible drinker, or who seems to have a drinking problem, do not be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared If you know anyone who is not a responsible drinker, or who seems to have a drinking problem, do not be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Wellness Counselors can help by referring individuals with drinking problems to the appropriate agency or support group.

Please read the vital information below from SCTC Financial Aid Office for information about the Drug and Alcohol Awareness Program at https://www.sctech.edu/consumer-information-disclosures/

FINANCIAL AID PENALTIES FOR VIOLATIONS OF DRUG LAW

The Higher Education Act of 1965 (HEA) (P.L. 89–329) [as amended through Public Law 113–67, enacted December26, 2013] state's the school must provide to each student upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r)of the HEA. The school must also provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of the penalties under484(r)(1) of the HEA. It must be a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2)of the HEA (20 U.S.C. 1091(r)(2)) Students who are currently enrolled and re completing the Free Application for Federal Student Aid (FAFSA) will be asked: "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid? Students who answer "Yes" will be asked an additional series of questions, to determine if the conviction affects their eligibility for federal student aid. Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid, should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave the question blank cannot receive federal aid until they respond by making a correction to their FAFSA.

SUSPENSION OF ELIGIBILITY FOR DRUG RELATED OFFENSES

A federal or state drug conviction can disqualify a student

for federal student aid. A student who has been convicted of possession or sale of illegal drugs loses eligibility to receive federal student aid or a period specified by law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

First offense	**1 year**
Second offense	2 years
Third offense	Indefinite

The sale of a controlled substance:

Ineligibility period is:

First offense	**2 years**
Second offense	Indefinite

Convictions only count if they were for an offense that occurred during the period of
enrollment for which the student was receiving Title IV aid (federal aid), they do not count if the offense was not during such a period. In addition, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one receive when the student was a juvenile, unless the student was tried as an adult.

Convictions only count if they were for an offense that occurred during the period of enrollment for which the student was receiving Title IV aid (federal aid), they do not count if the offense was not during such a period. In addition, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

How to Regain Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again. A student whose federal id eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one-or two- year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student If the student 7 successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student's responsibility to certify to the school that he/she has successfully completed the rehabilitation program.

To qualify eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- Have received or be qualified to receive funds directly or indirectly under the Federal, State, or local government program; or
- Be administered or recognized by Federal, State, r local government agency or court; or
- Have received or be qualified to receive payment directly or indirectly from a federally or state licenses insurance company; or
- Be administered or recognized by Federally or state licensed hospital, health clinic or medical doctor.

For additional information concerning eligibility for federal student aid, contact the Financial Aid Office at 770-228-7368 or finaid@sctech.edu.

Southern Crescent Technical College Crime Statistics

Student Right to Know

Student Right to Know Southern Crescent Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures, and is committed to providing students with a safe and secure environment in which to learn. Southern Crescent Technical College will produce and make readily available to current and prospective students the graduation rates of full-time certificate, degree, or diploma students annually, as well as, the most recent crime report. Southern Crescent Technical College is required to report statistics on the following crimes and offenses annually in compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f). Southern Crescent Technical College's Security Department maintains records of all incidents that occur on campus including those which are not required to be reported under the Campus Security Act. Furthermore, Southern Crescent Technical College must provide the following geographic breakdown of the crime statistics in the annual report:

· On-campus;

· In a non-campus building or on non-campus property;

· On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Students may contact campus police/security or Student Affairs to view the updated log of Campus Crime Incidences. The College must provide this information within two (2) working days of the request. The data collected for the previous calendar year can be located on the Campus Security page of the SCTC Website by the following steps:

1. Website: http://ope.ed.gov/security

2. Click on Get data for one institution/campus

3. When the Step 1 - Institution/Campus Search criteria form appears, scroll down to: Name of Institution; type in Southern Crescent Technical College, then click Search.

4. At Step 2 - Select Campus, choose Main Campus.

5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar: a. Criminal Offenses b. Hate Offenses c. Arrest and Disciplinary Actions

Students can also access Campus Crime Incidents by visiting the following link on the SCTC website to access the Annual Safety and Security Report

https://www.sctech.edu/campus-police-public-safety/annual-security-report/

Alcohol and Drugs Violations at SCTC Locations

FY2021

	Griffin Campus	Flint River Campus	Henry County Center	Butts County Center	Fayette County	Jasper County
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

FY2022

	Griffin Campus	Flint River Campus	Henry County Center	Butts County Center	Fayette County	Jasper County
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

Employee Alcohol and Drug Violations Incidents

2021	0
2022	0

Griffin Campus	770-883-6032
Flint River Campus	678-603-8070
Butts County Center	678-603-6918
Fayette County Center	678-603-9942
Henry County Center	678-603-5609

Intervention/Prevention

Information on preventing drug and alcohol abuse:

According to the American Academy of Pediatrics, the responsibility to patients and their families regarding the prevention of substance abuse and the diagnosis and management of problems related to substance abuse has increased. The use of tobacco, alcohol, and other drugs is one of the biggest problems facing people today. There are no guarantees that someone you love will not choose to use drugs, but you can influence that decision by:

- Not using drugs yourself
- Providing guidance and clear rules about not using drugs
- Spending time with your loved one sharing the good and the bad times

Use the following tips to help guide thoughts and

behaviors about drugs:

1. Talk honestly. Don't wait to have "the drug talk" with someone. Make discussions about tobacco, alcohol, and other drugs part of your daily conversation. Know the facts about how drugs can harm. Clear up any wrong information, such as "everybody drinks" or "marijuana won't hurt you." Be clear about personal rules for and legal implications of the use of tobacco, alcohol, and other drugs.

2. Really listen. Encourage questions and concerns about tobacco, alcohol, and other drugs. Do not do all the talking or give long lectures.

3. Help develop self-confidence. Look for all the good things in yourself or someone you care about-- and then tell them (or yourself) how proud you are. If you need to correct, criticize the action, not the person. Praise efforts as well as successes.

4. Help develop strong values. Talk about your personal values.

5. Be a good example. Your own habits and thoughts about tobacco, alcohol, and other drugs make an impression. Your actions speak louder than words.

6. Help deal with peer pressure and acceptance. Discuss the importance of being an individual and the meaning of real friendships. You do not have to do something wrong just to feel accepted. Remind yourself that a real friend will not care if he does not use tobacco, alcohol, and other drugs.

7. Encourage healthy, creative activities. Look for ways to get involved in athletics, hobbies, school clubs, and other activities that reduce boredom and excess free time.

8. Develop positive friendships and interests. Look for activities that you can do together.

9. Know what to do if someone you love has a drug problem. Realize that no one is immune to drugs. Learn the signs of drug use. Take seriously any concerns you hear from friends, family, or other students about possible drug use.

10. Trust your instincts. If you truly feel that something is wrong, it probably is. If there is a problem, seek professional help.

For additional information, please click on the following links:

https://www.sctech.edu/personal-counseling/

https://www.sctech.edu/tigercare/tigercare-faqs/

https://www.onlinecolleges.net/for-students/student-health-wellness-guide/

Please be on the lookout for more tips and notifications from the Student Affairs Office and do not hesitate to call Student Support Services if you need additional information. Southern Crescent Technical College has several options available for students and staff members who maybe in need of alcohol and other drug abuse services. Local community health organizations are available to provide counseling for students and staff members.

In addition, SCTC has an Employee Assistance Program for all employees and a Tiger Assistance Program for students, as well with a 24/7 helpline that can be utilized as employees and students desire.

ESPYR –Employee Assistance Program

To take advantage of the EAP, contact ESPR by calling 1-855-584-3588, or you may securely request services from the website; https://espyr.com/. The EAP program is free and confidential, with your right to privacy protected within the bounds of the law. The EAP will not disclose to us who uses the program, so we will not be aware you are using the services unless you choose to inform us.

The EAP offers many services to employees including:

- 24/7 access to services
- A large variety of on-line resources and programs
- No-cost counseling and referral services
- Work/Life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists and others

EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP counselors are licensed mental health professionals. All have a master's degree or doctorate in their field of expertise.

ESPYR – Tiger Assistance Program

The Tiger's Assistance Program (TAP) offers extensive online resources to help students with the most common issues and concerns. A student can easily get expert advice on a wide range of topics, gather information and resources, take self-screenings or just learn more about the TAP's offerings. Contact information for TAP is 1-866-734-5890 or https://espyr.com/

There is no charge for students to use the services offered by the TAP. If you are referred to additional services or providers, however, you will be responsible for those costs. In those cases, we will help you find resources that meet your financial capabilities or are covered by your insurance.

To access, go to https://espyr.com/ and sign in. To request your password, send an email to password@espyr.com

Get Inclusive: https://app.getinclusive.com

Harassment and discrimination continue to impact our workplaces and our unique experiences as employees. Inasmuch as we need to know what constitutes illegal and inappropriate behaviors, we also need to focus on how our individual and collective efforts can improve workplace culture.

Other Resources

The National Clearinghouse for Alcohol and Drug Information is a website provided by the U.S. Department of Health and Human Services. There are links for different age groups, publications, news, and other resources. Look here for information on issues ranging from date rape drugs to binge drinking to HIV/AIDS prevention.

Crime Prevention - Information on a variety of campus crime prevention topics.

Alcohol & Drug Abuse Institute, Univ. of Washington, Seattle - Get the science behind alcohol and drug abuse. Get the facts not the rumors.

American College Health Association - An organization of college and university health professionals. This is a site that has training and program information that everyone can use.

FACE Truth and Clarity on Alcohol - A nationally recognized Alcohol Advocacy, Media Advocacy, and Training Group. FACE works in the Alcohol Education arena promoting Alcohol Awareness and Responsible Alcohol Practices.

Facts on Tap Alcohol and Your College Experience - Tips for avoiding abuse of alcohol while at college

ForReal.org Marijuana Education for Teens - Straight forward advice on drug use for teens and young adults.

Go Ask Alice! Alcohol, Nicotine, and Other Drugs - Information site from Columbia University on the effects of alcohol, tobacco, and other drug addictions.

HadEnough.org - Site that gives information on the dangers of binge drinking and alcohol abuse among college students.

Local Resources

Alcoholics Anonymous 478-745-2588

Alcohol & Drug Treatment Center of First Step Recovery 800-510-8401

A New Tomorrow (Recovery Home for Men, Griffin only) 404-663-0601

Drugs Don't Work Program 770-228-8200

McIntosh Trail Behavioral Health Center 770-358-5252

National Substance Abuse Line 800-662-4357

Drug-Free Schools and Communities Act

POLICY: 6.7.1. (V.E.)

This policy has been developed in concert with the federal Drug Free Schools and Communities Act, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances

or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

The technical college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.

2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The technical college is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.

2. Any available drug and alcohol counseling, rehabilitation and assistance programs.

3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each technical college shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Each technical college shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the https://www.sctech.edu/wp-content/uploads/Biennial-Plan-2020-2021-1.pdf.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties
34 C.F.R. § 86
20 U.S.C. § 1101i
20 U.S.C. § 1091(r)
U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention: Attachment: 6.7.1a1. Compliance Checklist
Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

For further information, see https://www.sctech.edu/personal-counseling/ or contact the Student Affairs Office for available programs and services.

Emergency and Weather Alerts

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

- Reports of emergency or dangerous situations can originate from various sources including:
  - Reports from first responders
  - Reports from established warning points
  - Reports from other campus departments
  - Reports from citizens through 911
- Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

With the exception of emergencies that are contained to one campus facility/area, the College has decided not to provide segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population for which the emergency notification was intended.
In a situation when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary.

- Determining the Contents of the Emergency Notification

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)
- A third method of information distribution (i.e., College website) will be included in the initial notification, if feasible. Because of text character limits, or the immediate availability of information, the third method of information distribution may not always be included in the initial emergency notification.

- Procedures for Disseminating Emergency Information to the Greater Community

Southern Crescent Technical College Chief of Safety and Security, in conjunction with the Office of the President, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community.

- Enrolling in the Southern Crescent Technical College's Emergency Notification System

When students are registered, their accounts are created for them. Within the first week of the semester, they should receive an email in their student email accounts with their Emergency Notification System login information. Once they receive that information, they need to login to the Emergency Notification System and review/update their contact information. Once they graduate or leave the College, their account will be disabled.

Fire Alarm

Continuous ringing of the fire alarm indicates immediate evacuation of the building to a point at least 1,000 feet away from the building. Use designated emergency exit routes as posted in each area. Emergency evacuation drills will be held throughout the year to ensure that all persons understand and obey emergency procedures. During these drills students are to act as though the emergency were real and to behave in an orderly fashion.

Emergency Evacuation Signal

Continuous ringing of the fire alarm and announcement from Administration will direct immediate evacuation of the building to a designated weather safe area.

Note: An Emergency Evacuation Plan is posted at exit doors marking locations of safe areas during severe weather emergencies.

Tornado Alert

- Griffin: A designated authority will notify the faculty and staff via e-mail, the VOIP phone alert system, and the SchoolCast alert system.
- Flint River: A designated authority will notify the faculty and staff via e-mail, VOIP phone alert system, and SchoolCast alert system.
- Centers: Alerts will be issued via e-mail, SchoolCast alert and voice amplified bullhorn system.
- Note: A tornado plan is published and posted marking locations of safe areas during severe weather emergencies.

All Clear Signal

- A senior staff member on the scene will announce “ALL CLEAR.”
- Centers: An “ALL CLEAR” message will be issued using a voice-amplified bullhorn.
- These will be followed up by a SchoolCast message of “ALL CLEAR.”

Emergency Alert (Tornado Drill)

Faculty, staff, and students are to follow the procedures outlined below:

- Close windows in the exterior walls as practical and lower blinds and/or drapes.
- Close classroom or lab doors leading into halls/corridors.
- Coats and jackets should be used to cover heads, arms, and legs. Go immediately to a designated area away from exterior windows and walls.
- Students in mobile unit classrooms must be evacuated to a permanent structure immediately.
- All persons should remain in their designated areas until notified that it is safe to resume operations by the “ALL CLEAR” signal.
- Faculty should verify that all students are accounted for during and after the event and report this information to the security chief or designee.

Inclement Weather

Inclement weather advisory reports will be monitored on several local and metro Atlanta television and radio stations.

College Closing

In the event that the college may be closed during a period that it is scheduled to be open, students can receive information on the website, calling post, by SchoolCast, or by listening to one of the following radio and television stations:

Atlanta

WSB - TV - Channel 2
TV – Channel 5
TV - Channel 46
WXIA - TV - Channel 11

Macon

WIBB Radio - 97.9 FM

Thomaston

WTGA Radio - FM 101.1

Griffin

WKEU Radio - 88.9 FM
WEKS Radio - 92.5 FM

Manchester - Warm Springs

WFDR-Radio - AM 1370
Mountain Country - 94.3 FM

Emergency Numbers

Fire Department – 911
Police Department – 911
Ambulance (Emergency) – 911
Griffin on Duty Officer – (770) 883-6032
Flint River on Duty Officer – (678) 603-8070
Butts Center on Duty Officer – (678) 603-6918
Fayette County Center – (678) 603-9942
Henry Center on Duty Officer – (770) -603-5609

Emergency Procedures

When reporting all medical emergencies, E-911 shall be notified first, in order to have EMS / Rescue personnel dispatched to the incident. The Southern Crescent Technical College Campus Safety and Security Department shall also be notified at 770-467-4491, in order to respond and assist as well. (The Southern Crescent Technical College Campus Safety and Security shall also be notified in all non-emergency type medical incidents and accidents. The Southern Crescent Technical College Campus Safety and Security is the official repository for all incident reports generated on campus).

- Any injured person will be examined by EMS to determine if advance medical treatment is required.
- In emergency medical incidents, any subject refusing medical treatment must still be examined by EMS and sign a refusal of treatment with EMS.
- If the subject is conscious, alert, and able to make clear, critical decisions, they still maintain their right to refuse medical treatment and/or transport to a medical facility.
- If the subject is unconscious, unresponsive, etc., then First Responders on the scene will ensure that the subject receives the necessary medical treatment and transport to a medical facility.
- First aid kits are located throughout the buildings and are carried in all Campus Safety and Security cars.

Southern Crescent Technical College supports the concept of health and wellness. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Procedures addressing health services, first aid, and safety are addressed in both the student and employee handbooks.

Since all students at Southern Crescent Technical College commute, only health services such as basic first aid for minor injuries and referral services are available. Students who become ill at the College may be taken home, to a doctor, or to a hospital depending on the nature of the illness.

Students with existing illnesses or conditions that may warrant emergency intervention are encouraged to provide instructors with information regarding their illness, measures to be taken in an emergency, and the emergency phone numbers of physician and family.

Southern Crescent Technical College is committed to providing a clean and safe environment. It is the responsibility of every student and staff member to report possible hazards or unsafe conditions to the Vice President for Student Affairs/Designee, who will forward the information to the appropriate department.

First aid courses are arranged as part of staff development for faculty and staff. Students enrolled in certain labs are provided with first aid and safety classes.

Evacuation maps are located in each classroom.

Any injury or illness reported to faculty or staff will be documented on an accident report and submitted to the division vice president or designee.

All faculty and staff have been provided with procedures for responding immediately to an accident, either by summoning appropriate aid or by referring students for aid. The buildings on campus are adequately equipped with telephones, which provide quick access to on-campus as well as off-campus medical assistance.

For follow up, all accidents are reported to the business manager on the Incident Report Form. The Vice President for Academic Affairs/Designee investigates the cause of the accident and initiates any needed action.

An Emergency Preparedness Plan describes the proper action to be taken in the event of danger, including natural disasters, fires, and bomb threats. This plan is provided to all faculty and staff and appropriate portions are posted around campus to indicate, for example, the proper emergency evacuation routes.

Sexual Assault Procedures

Procedures on Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Procedure

Any individual who is the victim of one of these offenses is appropriately referred to as a "survivor" and is so identified throughout this Policy.

Southern Crescent Technical College does not tolerate sexual assault, sexual misconduct, domestic violence, dating violence or stalking against anyone regardless of sex, gender, sexual orientation, or gender identity. The Southern Crescent Technical College attempts to protect all members of the campus community, including visitors, from sexual assault, sexual misconduct, domestic violence, dating violence or stalking and offers anyone who is a survivor of any of these offenses the right to reach justice and recovery without encountering fear or prejudice. Southern Crescent Technical College is committed to providing a safe learning environment that supports the dignity of all members of the college community. The college strongly encourages anyone who is a survivor of any of these offenses to file promptly a report with Southern Crescent Technical College Campus Safety & Security or any other law enforcement agency with co-jurisdiction. All reported instances of sexual assault, sexual misconduct, domestic violence, dating violence or stalking shall be investigated and responded to promptly, fairly and decisively.

Southern Crescent Technical College will not tolerate Sexual Assault/Sexual Misconduct.

Definition

Sexual assault/sexual misconduct is defined as contact without consent by an acquaintance or stranger whether made directly or indirectly through clothing and whether contact is made with the non-consenting person or the non-consenting person is forced to have such sexual contact with the perpetrator represent violations of criminal and civil law and constitute serious breaches of student or employee conduct as well. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the survivor due to any cause including the survivor's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this Policy.

It includes, but is not limited to:

1. Rape (sexual intercourse without consent).
2. Sodomy (oral or anal intercourse without consent).
3. Aggravated sodomy (sexual penetration with an object without consent).
4. Assault (intentional touching without consent of genitals, breast, groin, thighs, or buttocks).
5. Aggravated assault.
6. Child molestation.
7. Aggravated child molestation.
8. Non-consensual kissing.
9. Statutory rape.
10. Voyeurism (observing the sexual organs or acts of another for sexual satisfaction, usually from a hidden vantage point).
11. Public indecency (in a public place, performing an act of sexual intercourse, lewd exposure of sex organs, lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent

fondling of the body of another person).

Response to Reports of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence or Stalking.

Southern Crescent Technical College is committed to creating a campus environment that both promotes and assists in prompt reporting of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking. Southern Crescent Technical College is also committed to providing compassionate support services for survivors.

Rights of Survivors

Survivors of a campus-related sexual assault, sexual misconduct have certain rights that include the following:

1. The survivor has the right to have their claims treated seriously and to be treated with dignity. The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because Southern Crescent Technical College recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the college is committed to insuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, when the college must take action to protect the survivor or the campus community. Federal law requires Southern Crescent Technical College to provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.

2. The survivor has, irrespective of the beliefs or desires of others, the right to report or not to report a sexual assault, sexual misconduct, domestic violence, dating violence or stalking.

3. Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Vice President for Student Affairs.

What to do After an Assault

1. Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash; use the toilet or change clothing if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, prevent sexually transmitted diseases or pregnancy, and collect important evidence in the event legal action is taken.

2. The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the Southern Crescent Sexual Assault Center (770) 477-2177 website:https://gnesa.org/page/protocols-and-guidelines has been designed as the primary place where individuals may seek assistance.

3. Students who believe that they are victims of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following campus offices:

   a. Southern Crescent Technical College Campus Safety & Security

   b. Vice President for Student Affairs

   c. Any Mandated Reporter

4. College faculty, staff members or campus visitors who believe they are survivor of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following College offices or officials:

   a. Southern Crescent Technical College Campus Safety and Security

   b. Human Resources Department

   c. Supervisor or Department Head

5. Survivors may receive confidential assistance from any professional counselor associated with the college with whom conversations are privileged.

Sources of Counseling, Advocacy and Support

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Tiger Assistance Program (TAP) ESPYR Counseling

Services 1-866-734-5890 or visit www.espyr.com

2. Promise Place 770-460-1604 or visit www.promiseplace.org
3. Rape Crisis Center http://gnesa.org/page/rape-crisis-centers-georgia
4. Southern Crescent Sexual Assault Center 770-477-2177 or visit https://www.scsac.org
5. National Sexual Assault Hotline at 1-800-656-HOPE
6. National Human Trafficking Hotline 1-888-373-7888 or https://humantraffickinghotline.org
7. http://gcadv.org/general-resources/domestic-violence-centers/
8. Protective Orders http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA
9. Legal Services http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA
10. National Teen Dating Abuse Helpline: 1-866-331-9474
11. National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]
12. Wellstar Spalding Regional Hospital 601 S. 8th Street, Griffin, GA 30224 (770) 228-2721

Southern Crescent Technical College Disciplinary Procedures

- Southern Crescent Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.
- Southern Crescent Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, Southern Crescent Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the college need not await the disposition of any such criminal prosecution.

Any of the sanctions listed below may be applied by Southern Crescent Technical College against students found responsible for sexual assault, sexual misconduct domestic violence, and dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the college President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions:

1. **Restitution –** A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
2. **Reprimand –** A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
3. **Restriction – A** restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
4. **Disciplinary Probation –** Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
5. **Failing or lowered grade –** In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic

Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

6. **Disciplinary Suspension –** If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions:

7. **Disciplinary Expulsion –** Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

8. **System-Wide Expulsion –** Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Notification shall be sent to the student and the person(s) who initially filed the complaint.

Student Organizations

Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to:

1. Informing the organization's national or regional office about the activity.

2. Disbanding of the local chapter by the national organization.

3. Prohibiting participation in campus activities, events, and programs.

4. Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.

5. Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising).

The President will make a recommendation concerning sanctions to the Vice President for Student Affairs. The Vice President for Student Affairs will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Student Affairs may suspend any student organization's charter, pending a full review.

Sanctions up to and including dismissal from employment may be imposed on employees.

Legal Options

1. Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Southern Crescent Technical College Campus Safety & Security does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported; the more likely valuable evidence can be collected.

2. Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued. Campus Safety & Security can assist with orders of protection.

Smoking

All SCTC locations are designated as no smoking areas. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Smoking is only allowed in designated areas. Violators

may be issued a citation.

Fee schedule for fines:

- First offense – Warning
- Second offense – Fine $20.00
- Repeat offenders – Fine and/or disciplinary action

Weapons Policy

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

Any Southern Crescent Technical College student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

Visitors on Campus

Visitors on campus are expected to comply with all campus regulations. Individuals who are not part of the campus community must report to the official visitor's check-in upon arrival (receptionist, Campus Safety & Security, Admissions Office, Student Affairs, etc.) and receive a visitor's badge. The visitor's badge must be worn while on campus. Southern Crescent Technical College is an adult institution providing a safe and effective educational environment for students to learn and employees to work. Visitors must obtain a guest pass when visiting the campus. Children under the age of 16 who are visiting on campus must be escorted, at all times, by an adult with a proper ID badge. Under no circumstances are children allowed in classrooms or laboratories. Parents or guardians may be asked by administration to remove their child or children from the campus.

Visitors shall not be allowed inside labs or classrooms unless invited and approved by a faculty member or administrator.

Anyone without an authorized badge should follow signs to an appropriate entranceway and obtain a temporary ID badge. No one should enter any door not approved as a visitor entrance without proper badging. Visitor entrance locations are identified on campus locations as follows:

- Griffin: main entrance at Building 100, 200, 800
- Flint River: main entrance at Building A
- Center locations: main entrance

Visitors' badges allow access to campus common areas and department areas for official business. Visitors must state on the sign-in sheet at the reception desk/entrance the department and/or person they are on campus to visit.

Statement of Equal Opportunity

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Southern Crescent Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations,

and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success. The following persons has been designated to manage inquiries regarding the non-discrimination policies:

Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382

Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Building 100, Room 103, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258

Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224

Beth Burns, Title IX and ADA/Section 504 for Employee complaints, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, beth.burns@sctech.edu, 770-229-3454

Any complaints filed against the Title IX Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Executive Vice President/Vice President of Satellite Operations, 250 Peachtree Parkway South, Peachtree City, GA 30269, xenia.johns@sctech.edu, 770-412-5791

Unlawful Harassment and Discrimination of Students Policy (6.1.1. [V.A.1])

POLICY: 6.1.1. [V.A.1] Unlawful Harassment and Discrimination of Students Policy

Revised: July 16, 2014; April 25, 2013; March 9, 2007
Last Reviewed: September 24, 2019; September 10, 2018, October 30, 2017
Adopted: April 25, 2013

It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct (prohibited conduct) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal.
All students are encouraged to report any act of prohibited conduct. Reports will be treated in an expeditious and confidential manner. Access form here.

SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in procedure III.A.1, Unlawful Harassment, Discrimination and Retaliation in Employment.

Related Authority:

State Board Policy 2.1.1. Statement of Equal Opportunity
Title IX of the Educational Amendments of 1972
20 U.S.C. §§ 1681 et seq.
O.C.G.A § 19-7-5
Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
Titles VI and VII of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008
Genetic Information Nondiscrimination Act (GINA) of 2008
Procedure 6.5.3p. Student Grievances

Unlawful Harassment and Discrimination of Students Procedure

Revised: January 14, 2019; January 12, 2016; July 16, 2014; April 25, 2013; March 9, 2007
Last Reviewed: January 14, 2019
Adopted: April 25, 2013

Purpose:

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

Related Authority:

State Board Policy 2.1.1. Statement of Equal Opportunity
Titles VI and VII of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008
Genetic Information Nondiscrimination Act (GINA) of 2008
Procedure: 6.5.3p Student Grievances

Applicability:

All work units and technical colleges associated with the Technical College System of Georgia.

Definitions:

A. Unlawful Harassment (other than Sexual Harassment): Unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, national origin, age, or disability and which:

a. Has the purpose or effect of creating an objectively and unreasonably intimidating hostile, or offensive educational environment, or
b. Has the purpose or effect of unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, national origin, age, or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

A. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age,

gender, national origin, genetic information or disability.

B. Unlawful Retaliation: unfavorable action taken, unfavorable conditions created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

C. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

D. Employees: any individual employed in a full- or part-time capacity in any TCSG work unit or technical college.

E. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public, etc.) who conducts business or regularly interacts with a work unit or technical college.

F. Clinical site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

G. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

H. Human Resources Director: the highest-ranking employee responsible for the human resources functions at a technical college or TCSG work unit.

I. Local investigator: the individual(s) at the technical college responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

J. Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

K. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability, and ensuring equal access to facilities, services and programs.

Procedure

A. Administration and Implementation

1. The SCTC President shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The compliance officer will conduct training programs and monitor colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation (“prohibited conduct”) against themselves or others.

2. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

3. The College may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the

alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be granted.

4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the college's Vice President for Student Affairs, Section 504 Coordinators, the President, or the Human Resources Director (should the complaint involve employees). Students may also e-mail any complaints to unlawfulharassment@tcsg.edu.

6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.

7. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

8. Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment, discrimination, or retaliation; to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

9. Any allegation of unlawful harassment, discrimination, or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within five business days of receiving the notice. The president's decision will be final.

2. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

4. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, and/or unlawful retaliation has occurred.

5. Investigations and summary findings will be documented appropriately.

D. Corrective Actions

1. The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, or retaliation has occurred, the college is expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within five business days of receiving notice of the investigative results by submitting a written request to the President.

2. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the President will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within three business days by regular mail or e-mail to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, GA 30345

OR

Unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least three individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

Record Retention

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for five years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia State Archives records retention schedule, but in no case fewer than 5 years.

Sources of Counseling, Advocacy and Support

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Tiger Assistance Program (TAP) ESPYR Counseling Services 1-866-734-5890 or visit www.espyr.com
2. Promise Place 770-460-1604 or visit www.promiseplace.org
3. Rape Crisis Center http://gnesa.org/page/rape-crisis-centers-georgia
4. Southern Crescent Sexual Assault Center 770-477-2177 or visit https://www.scsac.org
5. National Sexual Assault Hotline at 1-800-656-HOPE
6. National Human Trafficking Hotline 1-888-373-7888 or https://humantraffickinghotline.org
7. Domestic Violence Shelter Programs http://gcadv.org/general-resources/domestic-violence-centers/
8. Protective Orders http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA
9. Legal Services http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA
10. National Teen Dating Abuse Helpline: 1-866-331-9474
11. National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]
12. Wellstar Spalding Regional Hospital 601 S. 8th Street, Griffin, GA 30224 (770) 228-2721

Click here to access a fillable version of the form https://www.sctech.edu/special-services/title-ix/online-title-ix-equity-complaint-form/.

Sexual Harassment and Misconduct (Procedure: 6.1.2p. [V.A.1, 6.1.1p])

Procedure: 6.1.2p. [V.A.1, 6.1.1p]
Sexual Harassment and Misconduct

Revised: March 13, 2018; January 12, 2016; July 16, 2014; April 25, 2013; March 9, 2007
Last Reviewed: September 27, 2019; March 13, 2018
Adopted: April 25, 2013

I. PURPOSE:

It is the purpose of this procedure to ensure that all students at Southern Crescent Technical College (SCTC) are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

SCTC strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. SCTC will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

II. RELATED AUTHORITY:

20 U.S.C. §§ 1681 et seq.
O.C.G.A. § 19-7-5
Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
Titles VI and VII of the Civil Rights Act of 1964
Title IX of the Educational Amendments of 1972

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, SCTC will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."

Appeal Officer: The Commissioner of SCTC or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

Complainant: The Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.

Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including SCTC's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another SCTC community member, such as an emergency, temporary or permanent restraining order.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

Domestic Violence: a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Duress: a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

Employee: any individual employed in a full or part time capacity in any SCTC work unit or technical college.

Expert Witness: A Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

Formal Complaint: a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that SCTC investigate the allegations.

Hearing: a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.

Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

Hearing Schedule: a time-table specific to each matter that schedules key dates for the matter after it has been charged.

Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or SCTC work unit.

Incapacitation: a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Informal Resolution: a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

Intimidation: includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
Investigator: the person assigned by SCTC to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

Menace: a threat, statement, or act showing intent to injure someone.

New Evidence: evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

Nonforcible Sexual Violations: Any of the following acts:
1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.

2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Privacy: means that information related to a complaint will be shared with only a limited number of SCTC employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for SCTC's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and

Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and SCTC policy.

Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.

Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in SCTC programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

Sanctions: individualized measures implemented after a Hearing that may be disciplinary in nature.

Sexual Assault: any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

2. Sodomy: oral or anal sexual intercourse with another person:
- forcibly and/or against that person's will; OR
- not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
- forcibly and/or against that person's will; OR
- not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
- forcibly and/or against that person's will (non-consensually); OR
- not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to SCTC Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the SCTC educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:
1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive

that it denies a person equal educational access.

2. an employee of SCTC conditioning the provision of an aid, benefit, or service of SCTC on an individual's participation in unwelcome sexual conduct.

SCTC Compliance Officer: the individual designated by the Deputy Commissioner to coordinate SCTC compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

SCTC Program or Activity: locations, events, or circumstances over which SCTC and/or SCTC exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by SCTC.
Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

Title IX Coordinator: an individual designated by the president of SCTC to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Violence: the use of physical force to cause harm or injury.

Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

Witness: a person asked to give information or a statement under this Title IX Procedure.

Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

V. ATTACHMENTS:

Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support
Attachment 6.1.1p.a2. SCTC Usage for Statement of Equal Opportunity

VI. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the SCTC's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the SCTC Usage for Statement of Equal Opportunity (e.g. bulletin boards, SCTC website, catalogs, student and employee handbooks, orientation materials, and flyers). SCTC president will ensure the designated officials have received appropriate training.

2. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.

3. The Compliance Officer will coordinate training programs and monitor SCTC's to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. The training materials will be posted on SCTC's website or made available for members of the public to inspect.

4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.

5. Each technical college shall publish a list of local sources for counseling, support and advocacy in

conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a SCTC employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a SCTC education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@TCSG.edu.

2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that SCTC investigate the allegations.

3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

4. All allegations of sex discrimination and sexual misconduct on one of SCTC's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in SCTC and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.

5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with SCTC. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If SCTC campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for SCTC shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, SCTC must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

a. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in SCTC's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.

7. SCTC may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. SCTC must inform the complainant if the request cannot be granted and the reasons for the denial.

8. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and

that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. SCTC must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. SCTC will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to act to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at SCTC.

10. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

11. Supportive measures must be offered to the complainant by the SCTC President or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of SCTC, or to ensure equal access to SCTC's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals

12. Discretionary Dismissal.

a. SCTC may dismiss the Formal Complaint if:

i. the Respondent is no longer enrolled or employed by SCTC

ii. specific circumstances prevent SCTC from gathering sufficient evidence to reach a determination; or

iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.

b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that SCTC's ability to respond to the allegation may be limited if the allegations are withdrawn.

c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.

2. The Investigator shall disclose to the SCTC Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The SCTC Compliance Officer will reassign alternate individuals if necessary.

3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.

4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the SCTC Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The SCTC Compliance Officer will determine whether to sustain or deny the challenge.

5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.

6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in SCTC's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable SCTC policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
b. Any medically related evidence is best preserved by trained medical personnel.
c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.

10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

11. A report of investigation will be provided to SCTC's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.

12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at SCTC for further action in accordance with the provisions below and SCTC's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

D. Hearings

1. Format of Hearing:

a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.

b. At the request of either Party, SCTC will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

2. Recording of Hearing:
a. Hearings will be transcribed or recorded through audio or audiovisual means, and SCTC will make the transcript or recording available to the Parties for inspection and review upon request.

3. Role of Advisor:

a. If a Party does not have an Advisor present at the Hearing, SCTC will provide, without fee or charge to that Party, an Advisor of SCTC's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

4. Role of the Decision-Maker:

a. The Decision-Maker will:

i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title

ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;

iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

b. Conflict of Interest:

i. No person who has a conflict of interest may serve as the Decision-Maker.

ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.

iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.

iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.

v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.

c. At the Hearing, the Decision-Maker will:

i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have an Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.

ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

5. Hearing Process:

a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.

b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.

c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).

d. Parties and Witnesses must not disclose or

reference information to the Decision-Maker that was excluded from the Hearing File.

e. The Decision-Maker may ask questions of the Parties and/or Witnesses.

f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.

g. Written Determination Regarding Responsibility:

i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:

- identification of the allegations potentially constituting Title IX Prohibited Conduct;
- a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
- findings of fact;
- conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
- the rationale for the result as to each allegation;
- any disciplinary Sanctions imposed on the Respondent;
- whether Remedies or Supportive Measures will be provided to the Complainant; and
- information about how to file an appeal.

ii. Sanctions:

- The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
- The Decision-Maker may also consult with SCTC personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
- The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.

iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.

iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:

- For students, to the Office of Student Affairs
- For staff, to Human Resources
- For faculty, to the Office of Academic Affairs

v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.

vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.

vii. The Written Determination Regarding Responsibility becomes final:

 if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
 if an appeal is filed, on the date that SCTC and/or TCSG provides the Parties with the written determination of the result of the appeal.

E. Corrective Actions

1. SCTC will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.

a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.

b. Disciplinary sanctions for students are defined in SCTC's Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.

c. Disciplinary sanctions for employees are defined in SCTC's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and SCTC's interests in performing its education mission.

a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by SCTC's Student Code of Conduct and Disciplinary Procedure.

4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

F. Appeals

1. Appeal of a Written Determination Regarding Responsibility

a. Submission of Appeal

i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.

ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.

iii. The Appeal Officer will be the Commissioner of TCSG or his designee.

iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.

v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

b. Grounds for appeal are limited to the following:

i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?

ii. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?

iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?

iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

c. Receipt of Appeal

i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.

ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).

iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.

iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

d. Response to Appeal

i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.

ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).

iii. Each response by the Title IX Coordinator should be no more than 1,500 words.

iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

e. Appeal Decision

i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.

ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.

iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

VIII. SOURCES of COUNSELING, ADVOCACY, AND SUPPORT:

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Tiger Assistance Program (TAP) ESPYR Counseling Services 1-866-734-5890 or visit www.espyr.com
2. Promise Place 770-460-1604 or visit https://promiseplace.org/
3. Rape Crisis Center http://gnesa.org/page/rape-crisis-centers-georgia
4. Southern Crescent Sexual Assault Center 770-477-2177 or visit https://www.scsac.org
5. National Sexual Assault Hotline at 1-800-656-HOPE
6. National Human Trafficking Hotline 1-888-373-7888 or https://humantraffickinghotline.org
7. Domestic Violence Shelter Programs http://gcadv.org/general-resources/domestic-violence-centers/
8. Protective Orders http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA
9. Legal Services http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA
10. National Teen Dating Abuse Helpline: 1-866-331-9474
11. National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]
12. Wellstar Spalding Regional Hospital 601 S. 8th Street, Griffin, GA 30224 (770) 228-2721

You may access a fillable form by clicking here https://www.sctech.edu/special-services/title-ix/online-title-ix-equity-complaint-form/.

Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act

• Dating Violence: violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.

• Domestic Violence: a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

- by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Southern Crescent Technical College's Campus Safety & Security maintains records of all incidents that occur on campus including those which are not required to be reported under the Campus Security Act.

Furthermore, Southern Crescent Technical College must provide the following geographic breakdown of the crime statistics in the annual report:

• On-campus;

• In a non-campus building or on non-campus property;

• On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
Students may contact Campus Safety & Security or Student Affairs to view the updated log of Campus Crime Incidences. The College must provide this information within two (2) working days of the request.

The data collected for the previous calendar year can be located on the Internet by the following steps:

1. Website: http://ope.ed.gov/security

2. Click on Get data for one institution/campus

3. When the Step 1 - Institution/Campus Search criteria form appears, scroll down to: Name of Institution; type in Southern Crescent Technical College, then click Search.

4. At Step 2 - Select Campus, choose Main Campus.

5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar:

a. Criminal offenses
b. Hate offenses
c. Arrest and disciplinary actions

Crime Prevention Tips
• Immediately report any crime, suspected crime, or suspicious circumstances/persons to campus security, either day or night.

• Never leave personal property in your classroom unattended. If in a classroom, office, or the library take your possessions with you.

• When walking on or off campus at night, employ the buddy system and walk with a friend. Also, let friends know when and where you are going, how you are going and what time you expect to arrive. This alerts them if you are overdue.

• Park your car in a lighted area. Always lock your car. Do not leave CDs, tapes, or other valuables in plain sight. Lock them in the trunk or keep them out of view.

• If you observe criminal activity or suspicious circumstances/persons, call 911 and attempt to provide identifying information such as:

Person – Name (if known), sex, age, height, weight, clothing, apparent condition, and any other identifying information.

Auto – License number, make, model, color, outstanding characteristics (rust, dents, etc.), or special features.

Property – Complete description, serial number, operation I.D.

Identify your belongings! Put your name and address on textbooks, inside the cover and on an inside page or two.

Procedures for Reporting All Crimes and Emergencies

For all **crimes-in-progress** or **emergencies**, E-911 should be called first, followed by dialing the Campus Safety & Security Dispatch at 770-467-4491. An officer will then be dispatched to the location, along with any other required emergency personnel. Campus Safety & Security will generate all criminal and emergency response reports as needed, and be the repository for such documents in these incidents.

Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by Campus Safety & Security and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday, at 501 Varsity Road, Griffin, Georgia 30223, excluding holidays when the College is closed and online at https://www.sctech.edu/police/daily-crime-log/.
Campus Safety & Security may withhold information from

the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.
Campus Safety & Security's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request. Campus Safety & Security maintains fire drill logs for each campus and center. Information requests should be directed to the Campus Safety & Security's office during normal business hours.

SOURCES of COUNSELING, ADVOCACY, AND SUPPORT:
The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

• Tiger Assistance Program (TAP)
Espyr provides counseling to Full-Time students and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-866-734-3890) http://www.espyr.com

• Employee Assistance Program (EAP)
Espyr provides counseling to employees and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014) http://www.espyr.com

• Promise Place 770-460-1604 or visit www.promiseplace.org

• Rape Crisis Center http://gnesa.org/page/rape-crisis-centers-georgia

• Southern Crescent Sexual Assault Center 770-477-2177 or visit https://www.scsac.org

• National Sexual Assault Hotline at 1-800-656-HOPE

• National Human Trafficking Hotline 1-888-373-7888 or https://humantraffickinghotline.org

• Domestic Violence Shelter Programs http://gcadv.org/general-resources/domestic-violence-centers/

• Protective Orders http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA

• Legal Services http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA

• National Teen Dating Abuse Helpline: 1-866-331-9474

• National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]

Wellstar Spalding Regional Hospital 601 S. 8th Street, Griffin, GA 30224 (770) 228-2721To find a rape crisis center near you please call 1-800-656-HOPE to locate the closest center.

Interim Addendum to Student Code of Conduct (COVID-19)

COVID-19 and Public Health-Informed Campus Policies

Southern Crescent Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious disease declared by the World Health Organization to be a global pandemic.

COVID-19's contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Southern Crescent Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Southern Crescent Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus and/or attend classes. We are providing

you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

Warning:

Under Georgia law, there is no liability for an injury or death of an individual entering

these premises if such injury or death results from the inherent risks of contracting

COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the guidelines below are incorporated into the Southern Crescent Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

General Principles:

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

Requirements:

- Students will comply with governmental, state, and campus directives relating to COVID-19 and public health requirements;
- Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;
- If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

1. Inform the College by notifying appropriate personnel;
2. Remain off campus and refrain from attending clinical or internship activities;
3. If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

Student Conduct Code

Student Conduct Code

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they

may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the TCSG establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

Related Authority

TCSG Procedure: 6.7.2p1. Student Disciplinary Procedure, TCSG Procedure: 6.1.1p. Unlawful Harassment and Discrimination of Students

Definitions

Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.

Hearing Body: as defined in Student Disciplinary Policy and Procedure.

Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person(s) involved with the technical college, involved in the community or employed by the technical college.

Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the technical college, including full-time, part-time, Dual Enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered to be students.

System: the Technical College System of Georgia or TCSG.

Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time, or adjunct basis.

Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in Student Disciplinary Policy and Procedure.

Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct
Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating

    a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

    b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

    c. Furnishing assistance with or answers to an examination or any other written or oral work

submitted for evaluation and/or a grade to another person.

d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

a. Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Non-Academic Misconduct

Non-academic misconduct includes, but is not limited to, the following:

Behavior

Indecent conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

Violence: physical abuse of any person (including dating violence, domestic violence, sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence, which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: Certain physical abuse may also be considered unlawful harassment.

Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.

Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

Professionalism

Personal Appearance

Students will dress appropriately at all times while at the

College. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and all employees of the College.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

1. Students are required to dress appropriately according to the requirements of the work for which they are being trained.
    a. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation.
    b. Students should select clothing and shoes for school wear that does not create a safety hazard in meeting the performance requirements of their courses.
    c. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform or safety equipment requirements.
    d. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, clinical work sites, or live work settings.
    e. Shirt and shoes must be worn at all times.
2. Students shall not display a personal appearance (clothing, dress, accessories, grooming, etc.) where the effect thereof is a distraction to other students or college employees or causes a disruption or interference with the operation of the College.

Any full-time faculty or staff member employed by the College has the authority to determine if the particular mode of dress results in disruptions or interference. Violators of the dress code will be sent home to change into appropriate attire. Repeat violators will be reported to the Vice President of Student Affairs, which may result in disciplinary action.

3. Students should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety at all times.
4. In addition to the specifics of the dress code listed above, students must visibly display their current Southern Crescent Technical College ID badges at all times while on campus.

Use of Technical College Property

1. Theft and damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college premises or at a technical college function.
2. Occupation or seizure: illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
3. Presence on technical college premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon the technical college premises.
4. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
5. Fire alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.
6. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions. Refer to the Southern Crescent Technical College Parking Policy and Regulations.

Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

1. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

2. Controlled substances, illegal drugs, and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence, which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

3. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

4. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the Southern Crescent Technical College Tobacco Policy.

Use of Technology

1. Damage and destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

2. Electronic devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

3. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

4. Unacceptable use: Use of computing facilities to interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password. Southern Crescent Technical College prohibits any additional violation to the department's Acceptable Computer and Internet Use Policy.

Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137

O.C.G.A.§ 43-38-10

Gambling

The Technical College System of Georgia prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

Parking

The technical college prohibits violation of Southern Crescent Technical College regulations regarding the operation and parking of motor vehicles on or around Southern Crescent Technical College premises.

Financial Irresponsibility

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

Violation of Technical College Policy

Violation of system or technical college policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operatives, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

Violation of Law

If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Abuse of the Student Judicial Process **, including but not limited to:**

1. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.
2. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
3. Disruption or interference with the orderly conduct of a disciplinary proceeding.
4. Initiating a disciplinary proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
6. Attempting to influence the impartiality of a member of a hearing body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

7. Harassment (verbal or physical) and/or intimidation of a member of a hearing body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

8. Failure to comply with the sanction(s) imposed under the Student Code.

General Student Information

Timely Warnings

The circumstances of any particular situation, coupled with the Campus Safety & Security's evaluation of the situation/threat potential and authorization from SCTC President or designee, will dictate the need and manner for the issuance of an alert bulletin. However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the Campus Safety & Security is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

How Timely Warnings will be issued:

- The warning process will at a minimum entail a combination of:
- All-campus electronic mail notifications
- Electronic posting on the Campus Safety & Security website at https://www.sctech.edu/police
- Physical postings of bulletins in designated campus buildings by Campus Safety & Security personnel, depending upon circumstances
- SchoolCast Emergency Alert Software
- The campus wide Voice over Internet Protocol (VoIP) announcement system

Examples include but are not limited to:

Additional procedures regarding Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking can be found here (p. 63).

Use of Food or Drink in Unauthorized Areas

In classrooms and laboratories, students may only possess water or other clear non-alcoholic beverages that have lids/closed tops. Open containers are prohibited. Food is not permitted in classrooms. Students must properly dispose of their trash and clean and report any messes immediately. Students may eat foods and have open non-alcoholic drink containers in non-instructional and designated areas including the cafeteria, event center, and student lounge. Exceptions may be made during supervised events. Instructors also hold the right to limit food and drink use in any instructional setting at their discretion.

Soliciting Advertisements Off-Campus

Students and organizations must request permission from the Vice President for Student Affairs to solicit from local merchants.

Student Assemblies

Student assemblies are scheduled through the Student Affairs Office or Academic Affairs.

Telephones and Mail for Students

School telephones are for official use only. Students should not be called through the school except in cases of emergency. Courtesy phones for student use are available in designated locations. Students are requested not to give the school as their address since there is no mail service for students.

Student E-mail

All students at Southern Crescent Technical College are issued an e-mail account. Students can find their school e-mail address in two places: Banner Web and Blackboard LMS (Learning Management System). Student e-mail can be accessed under My SCTC at https://www.sctech.edu/mysctc/. Student e-mail is the official form of e-mail communication between students and teachers or SCTC staff members. Southern Crescent provides an on-line Helpdesk for Blackboard Learn and Student e-mail. The Helpdesk can be found at https://www.sctech.edu/mysctc/, under My SCTC.

Parking

Southern Crescent Technical College will not be responsible for any loss, theft, vandalism, or damage incurred while parked on Southern Crescent Technical College property. It is the responsibility of individuals who operate vehicles on the campus to be aware of all parking regulations and abide by them. Operating a vehicle on Southern Crescent Technical College property will be seen as proof of willingness to accept and abide by the set rules and regulations. The driver assumes full responsibility for the operation and parking of a motor vehicle on college property.

It is the policy of Southern Crescent Technical College to establish rules and regulations for our campus community that will ensure an orderly flow of motor vehicle traffic, maximize available campus parking, and allow for safe and reasonable access to campus facilities. The College attempts to enforce these regulations consistently and fairly; however, the fact that a particular infraction goes undetected does not excuse other infractions. Infractions should be reported to Campus Safety and Security. Inclement weather conditions do not alter any of the provisions of these regulations.

Parking Procedures

Southern Crescent Technical College is responsible for establishing and maintaining the signs and markings necessary to enforce parking regulations. Vehicles may be operated or parked on college property only in areas designated by signs, street markings, or the college map. All members of the college community must accept the obligation to observe the following rules and regulations. Please read carefully.

*Rules and regulations are subject to change and updates will be provided accordingly.

Rules and Regulations

Vehicle Registration

All faculty, staff, and student vehicles parked on campus (including motorcycles and mopeds) must be registered. Students must register their vehicle by the seventh calendar day of the semester of their initial enrollment. The first SCTC parking decal is free; however, any additional decal needed in the future due to it being illegible, lost, vehicle sold, multiple vehicles, etc., will cost $5.00 per decal.

- Required vehicle registration information and location:
  a. Name
     - Student I.D. #
     - Driver's License Number and State of issue
  b. Year, make, model, color
  c. Tag number and state
  d. Students register vehicle at cashier's window
  e. Faculty and staff register vehicle with the Campus Security Office
- Parking decals must be displayed and clearly visible on the lower left rear windshield on the outside of the vehicle.
- All motorcycles, mopeds, and motor scooters must have the decal permanently affixed to the left front shock in a clearly visible manner.
- Students enrolled in designated specialty classes through the Economic Development division will receive temporary parking permits for those specific classes.
- Temporary permits must be clearly displayed on the dashboard of the assigned vehicle.
- Cost of replacement or additional decal is $5.00.
- Any vehicle parked on campus without a decal may at Campus Safety & Security discretion be ticketed and the driver fined.

Parking Areas

- All parking is on a first-come basis unless otherwise specified.
- Employees are entitled to park in all appropriate lots on campus.
- Visitor spaces do not require a visitor's pass and are intended for short-term parking not to exceed one hour. Visitor passes entitling individuals to park for longer periods in regular spaces are available in each of the College's divisions hosting the guest.
- Parking inside any posted secure gated area is strictly prohibited, unless otherwise specified. Any unauthorized vehicle parked inside these areas may be ticketed and/ or towed and the driver fined. At all times the driver is responsible for towing fees.
- Handicapped decals will permit any qualifying individual to park in Handicapped parking spaces. However, currently enrolled students must complete the college's vehicle registration process.
- Areas designated for handicapped parking have been established and are clearly marked and are subject to

all; Local, State and Federal laws and regulations

- Spaces that have been reserved for faculty and staff will be clearly marked.
- Spaces that have been reserved for visitors have been established and are clearly marked.
- Students are not authorized to park in visitor's parking spaces under any circumstance.

Traffic Regulations

The following practices are specifically prohibited:

- Double parking
- Parking on the left side of street facing traffic
- Parking over a white line or across the line indicating a parking space
- Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas
- Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles or roadways, or hinders the passage of pedestrians or vehicles
- Parking in fire lanes, loading zones, tow-away zones and no parking zones
- Parking in a handicapped area without the proper decal displayed
- Parking an unregistered vehicle, except for visitors, anywhere on the Southern Crescent Technical College campus
- Reckless driving
- Campus speed limit is 15 miles per hour

Being late for classes or appointments does not constitute a valid excuse for violating a parking regulation. These parking regulations, as well as all applicable state and local laws, including but not limited to, that deal with stop signs and speed limits, will be enforced by Campus Safety & Security.

Traffic Penalties

Students with unpaid parking tickets jeopardize their chance for continuation of classes or readmission to programs. The College will not issue transcripts until all outstanding fines and charges are paid.

Fines are as follows:

$10.00 fine for each offense:

- Not parked within painted lines or designated space
- Parked along yellow curb (fire lane), tow-away zone, or loading zone
- Parked beyond posted time limit
- Parked on grass, curb, or illegally in road way
- Parked in Faculty/Staff area without proper decal
- Failure to register a vehicle or properly display decal
- Parked in a College service vehicle space without proper decal
- Parked in a reserved parking space without proper decal
- Careless driving on campus
- Driving a motor vehicle on lawn or walking sidewalk
- Obstructing the flow of vehicular or pedestrian traffic

$25.00 Minimum Fine:

Parked in or blocking access to a handicap space may be subject to state of Georgia and local laws resulting in higher fines.

- Parked in or blocking access to a visitor space

Towing:

- Parking a motor vehicle on college property is restricted to visitors using designated spaces and to individuals who have properly registered their vehicle and display a valid parking decal.
- Vehicles illegally parked can be fined $10.00 for the first offense.
- Vehicles illegally parked on a second offense may result in suspension of parking privileges and/or towing of the vehicle at violator's expense.
- Any unattended vehicles blocking roadways or otherwise hindering college operations may be towed without warning at violator's expense.
- Disabled vehicles must be reported to Campus Safety & Security immediately. Such vehicles must be attended to within 24 hours of the breakdown or risk being towed unless a Campus Safety & Security

officer grants a time extension.

*Fines listed are also subject to state and local laws.

Enforcement

Campus Safety & Security enforce all state laws, local laws, and college regulations. All regulations and ordinances are enforced in a consistent manner without preference. All accidents involving a motor vehicle on campus must be reported to campus safety and security at the time of the accident. A parking ticket shall not be discussed with the issuing officer except for clarification of the charge. Issuing officers have no authority to rescind a ticket once issued.

Payment of Fines

Payment for Southern Crescent Technical College parking tickets must be made to the Administrative Services division (cashier windows) in the main building during normal business hours. All fines are to be paid within a period of seven (7) calendar days from the date of issue.

Parking Ticket Appeal Process

If an individual wishes to appeal a parking ticket, he/she must submit a letter of appeal within seven (7) calendar days from the date of issue. The letter of appeal must be returned to the Administrative Services division (cashier window) in the main building. Appeals will be heard by a Southern Crescent Technical College ad hoc committee of the Economic Development team.

*Decisions resulting from appeals are final; there is no further appeal process.

Student Disciplinary Procedure

Student Disciplinary Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Related Authority

TCSG Procedure: 6.7.2p2.Model Student Conduct Codes

Definitions

Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.

Business days: weekdays that the technical college administrative offices are open.

Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.

Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.

Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the technical college full-time, part-time, Dual Enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."

Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.

Technical college: any college within the Technical College System of Georgia.

Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Procedure

Filing a Student Disciplinary Complaint

Any person may file a complaint with the Vice President for Student Affairs or the technical college President's

designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

Investigation and Decision

Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

The student shall have five business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.

In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

Actions Taken Without Referral to the Hearing Body

After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

Actions Taken By the Hearing Body

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

Disciplinary Expulsion – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Violation of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well- being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.

In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical

college Premises for a limited, specified purpose.

If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.

A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

Mediation

At the discretion of the technical college President the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Hearing/Appeals Procedure

A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

If the Vice President for Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

If entitled to an appeal to the technical college president, the student shall have five business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs or the technical college President's designee shall retain a copy of all documents concerning complaints, investigations,

administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Click here to access forms for Student Complaints.

Student Complaint Forms

Click here to access forms for Student Complaints.

Written Student Grievances/Complaints

Written Student Grievances/Complaints

Southern Crescent Technical College maintains a grievance/complaint process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines of the complaints (Student Grievance Form (p. 90)). This procedure does not address complaints related to the unlawful harassment (including sexual harassment), discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable issues are issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students; this is a representative list and is not meant to be exhaustive.

Non-grievable issues: Issues, which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.), are not grievable and a student must take advantage of the process in place.

Business days: Weekdays that the college administrative offices are open.

Vice President for Student Affairs: The staff member in charge of the student affairs division at the college.

Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

Grievant: the student who is making the complaint.

Written Student Complaint: Handwritten or typed complaint submitted by a student.

Procedure

1. For all timelines established herein, if a student will need extra time, an extension may be granted at the Vice-President for Student Affairs' discretion.
2. Informal Grievance Procedure:
   Student with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
   a. A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
   b. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.
3. Formal Grievance Procedure:
   Where a student cannot resolve their grievance informally, he or she must use this formal grievance procedure.
   a. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs or the technical college president's designee with the following information:

      Name
      Date
      Brief description of incident being grieved
      Remedy requested
      Signature
      Informal remedy attempted by student and outcome
4. If the grievance is against the Vice President for

Student Affairs, the student shall file the grievance with the technical college president.

5. The Vice President for Student Affairs, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.

6. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.

7. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

8. The Vice President for Student Affairs, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

9. Appeal:
   The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

   a. A student shall file a written appeal to the technical college president within five (5) business days of receiving the response.

   b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.

   c. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:

-The technical college president may appoint a cross functional committee to make the final decision.

-The technical college president chooses the process; the decision of the grievance appeal is final.

10. Retaliation against a student for filing a grievance is strictly prohibited.

Click here to access forms for Student Complaints.

Out-of-State Online Student Complaint Procedure

Out-of-State Online Student Complaint Procedure

Any complaints pertaining to a Southern Crescent Technical College online course or program should be submitted to Southern Crescent Technical College using the Student Grievance/Complaint Form.

Complaints needing further investigation beyond the college level may be submitted to TCSG using the **Program Integrity Complaint Form**. Before submitting to TCSG, students need to ensure they have followed the Southern Crescent Technical College's process.

A student may appeal to the **Georgia Nonpublic Postsecondary Education Commission (GNPEC)** if the SCTC's and TCSG's resolution is not satisfactory; however, please note that the Commission will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution. GNPEC does not resolve complaints about student grades and student conduct violations. These complaints fall under the jurisdiction of institutional policy.

Click here to access forms for Student Complaints.

Students with a Criminal History

Southern Crescent Technical College allows students, regardless of criminal history, to enroll in any program for which they academically qualify. Students with a criminal background may enroll in clinical courses or internship courses, but could be denied access to an internship placement or clinical site. The access is not denied on the behalf of Southern Crescent Technical College, but rather by the policies and procedures of the individual business, agency, or organization allowing the clinical site, internship placement, or state licensure.

Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Southern Crescent Technical College has established curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated

specifications which allow Georgia's technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states:

"If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination, the technical college will retrain the employee at no instructional cost to the employee or the employer."

The Technical Education Warranty applies to any Southern Crescent Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Southern Crescent Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit to the Office of the Vice President for Academic Affairs/Designee a written request citing the graduate's name, student identification number, program of study, and dates of attendance along with a description of the deficiency. The Office of the Vice President for Academic Affairs/Designee will review the claim and take appropriate action.

Work Ethics

Work Ethic Grade In keeping with the mission of Southern Crescent Technical College and its commitment to prepare students for the workforce, you will earn a Work Ethic grade at the end of the term, based upon your demonstration of the ten work ethic traits listed below. The Work Ethic grade is separate from and in addition to your course grade and will be noted as 0, 1, 2, or 3 (see below). The ten traits are attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect.

Work Ethic Grading Scale

3 = Exceeds Expectations

2 = Meets Expectations

1 = Needs Improvement

0 = Unacceptable

Foundation Overview

The Southern Crescent Technical College Foundation promotes the cause of higher education at Southern Crescent Technical College by acquiring and administering cash, grants, and other funds and properties principally from industries, businesses, individuals, corporations, other organizations, associations or foundations, as well as from faculty, staff, alumni, and other friends of the College. In addition, the Foundation assists students by providing scholarships and provides assistance to the College for the support and development of the College in its educational, cultural, social, civic, and professional endeavors and development. The Southern Crescent Technical College Foundation is a non-profit corporation established under Section 501(c)(3) of the Internal Revenue Code.

The Foundation is governed by a local board of trustees who represent positive leadership and community influence throughout the College's eight-county service area of Spalding, Butts, Fayette, Lamar, Pike, Jasper, Henry, and Upson counties.

Applications for Foundation Scholarships will be accepted online at https://sctech.awardspring.com/ during the dates below for each semester. Enrolled students use their SCTC email address and password to login.

- **Spring Semester** Scholarships:
    - Scholarship Application Dates: **September 1 – September 30**
- **Summer Semester** Scholarships:
    - Scholarship Application Dates: **January 1 – January 31**
- **Fall Semester** Scholarships:
    - Scholarship Application Dates: **April 1 – April 30**

Advancement Division and SCTC Foundation, Inc.
Phone: 770-467-6038
Email: foundation@sctech.edu

Website: https://www.sctech.edu/foundation/foundation-scholarships/

College Terms You Should Know

A-G

A

Academic Standing: The status of a student's academic progress, usually determined by the student's Grade Point Average and other considerations.

Accepted: The Admissions Office has reviewed your application and status and has determined you are accepted to the College.

Admission: Approval for a student to attend SCTC. The admissions process begins when a student submits an application and required documentation.

Advised: You have met or talked with your program of study advisor or a member of the Career and Academic Planning Center and have discussed which classes you will take for the upcoming semester.

Advisor: An instructor in your program area or a member of the Career and Academic Planning Center.

Applied: Submitted your application for admission to the college. The admissions application can be completed online or by paper.

Attendance Policy: The policy set by SCTC, department or division, or individual instructor that states the maximum number of absences that a student may have in a class. SCTC's attendance policy is stated in the student catalog and is also included on the syllabus for each class taken at SCTC.

B

BannerWeb: The College's computer system for students to access their record. On BannerWeb you can register for your classes and view your schedule, financial aid information, tuition and fee charges, academic history, grades, etc.

C

Campus: The land and buildings that SCTC uses for instruction or student services. SCTC has campuses in Griffin and Thomaston, and centers in Butts, Henry, and Jasper.

Catalog: A complete guide to college policies and rules, graduation requirements, course descriptions, transfer requirements, and other essential information.

Certificate: An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with diploma and degree, which usually require more time and coursework.

Class Schedule: The schedule of classes, course information, and section information (days, times, room numbers, etc.) available online. Class Schedule may also refer to the specific courses that a student is taking or plans to take for a specific semester.

Complete: Register for classes, attend the semester, and finish the semester.

Course Load: The total credit value of the courses that a student is currently enrolled in.

Credit: The unit of measurement for college course work. One credit hour represents one hour of classroom attendance each week, plus the homework, study time, etc. that go along with each course.

CRN (Course Reference Number): A five digit number used to identify each course section offered each semester.

Cumulative Grade Point Average (CGPA): grade point average calculated on all attempts at all credit courses taken at Southern Crescent Technical. It is recalculated after each semester to include the current semester's grade(s). The cumulative grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy.

D

Degree: An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with diploma and certificate, which usually require less time and coursework.

Diploma: An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with degree, which usually requires more time and coursework, and certificate, which usually requires

less time and coursework.

Online Learning: Classes offered in a non-traditional setting (see Blended Class; see On Campus Class).

Drop: After registering for a class, if you decide you do not want to take the class, you have until the third day of the semester to drop (remove) the class from your schedule/record. You must drop a class through BannerWeb.

E

Early Alert System: College retention program (known as TEAMS at SCTC) in which instructors refer students who are experiencing difficulties that may hinder their performance at SCTC. Upon receiving the referral, a member of TEAMS will provide the appropriate assistance needed by the student

eCampus: The eCampus platform allows students from across Georgia to enroll in online courses offered by other Technical College System of Georgia (TCSG) colleges, providing students access to program courses that may not be available during the current term at their home college. Upon completion of an eCampus course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand career opportunities.

Email (Electronic Mail): A system for sending messages from an individual or business to another via telecommunications links between computers or terminals. Email can refer to the process of sending an email (i.e. "SCTC will email you information each semester.") or the actual message itself (i.e. "You will receive an email from SCTC.") Email is the official form of communication for SCTC. Each student is issued an email address and is encouraged to check email messages frequently throughout each semester.

Enroll: Register for classes

F

FAFSA (Free Application for Federal Student Aid): The application used to apply for financial aid benefits such as the Pell Grant and HOPE.

FERPA (Family Educational Rights and Privacy Act): The legislation that ensures that each student's educational and personal information is protected by educational institutions. Also referred to the Buckley Amendment.

Final: An exam/test given at the end of the semester. A final can cover all of the material covered in the class during the entire semester (cumulative) or can cover only the material covered after midterm (partial).

Financial Aid: Money available from various sources to help students pay for college expenses. Financial aid funds can come from grants or scholarships from the state or federal government or other organizations.

FSEOG (Federal Supplemental Educational Opportunity Grant): Provides aid to students with exceptional financial need and gives priority to students who receive Federal Pell Grants.

Full-Time Student: Normally, a student taking twelve or more credit hours in a semester.

FWS (Federal Work Study): The Federal Work-Study program provides part-time jobs for students with financial need who receive Federal Pell Grants, allowing them to earn money to help pay educational expenses.

G

GALILEO: Stands for GeorgiA LIbrary LEarning Online, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products.

GCIS (Georgia Career Information System): Provides current and accurate occupational and educational information to schools and agencies throughout Georgia in order to help young people and adults make informed career choices.

GOAL (Georgia Occupational Award of Leadership): Nominated by their instructor, this program recognizes and rewards excellence among students enrolled in post-secondary technical colleges.

Grade: A formal indicator of a student's overall performance in a specific course. Each grade is recorded on the student's official transcript. SCTC's grading system is A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59).

Grade-Point Average (GPA): The GPA is calculated by multiplying the number value of the grade that a student earns in each course (A=4, B=3, C=2, D=1, F=0) by the number of credits for each course, then dividing the result by the total number of credits taken.

Graduation Grade Point Average (GGPA): grade point

average is calculated only for those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. The GGPA does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. A 2.0-grade point average is needed to graduate from Southern Crescent Technical College.

H-N

H

HOPE (Helping Outstanding Pupils Educationally): Georgia's unique scholarship program that rewards eligible students' hard work with financial assistance in degree, diploma, and certificate programs at any eligible Georgia public or private college, university, or public technical college.

Hybrid Class: A class in which face-to-face interaction in the classroom is replaced in part with web-based technologies and web-assisted learning tools.

I

Incomplete: Incomplete: A temporary grade of "I" given to a student whose performance in a course is satisfactory but is forced to miss a major exam or assignment at the end of the term due to illness or other emergency. The instructor and student arrange how and when the student will complete the missed assignment(s) and have the grade of "I" changed to a final lesser grade. The "I" completion deadline is marked on the SCTC college calendar and is usually within the first month of the next semester. Students must complete all work in time for the instructor to submit a grade change by the "I" deadline. If the student does not meet the deadline, the "I" grade will convert to an "F" on the student's transcript.

M

Major: A specialization in one academic program or field of study.

Midterm: The middle of the semester. Midterm can also refer to an examination given in the middle of the semester.

N

Nontraditional Career: A career in which one gender makes up less than 25% of the total number of workers. Examples are males in nursing or childcare professions and women in automotive or distribution management professions.

No Show: Any student who does not attend a face-to-face class or who does not log into an online or hybrid class will be marked as a No Show. The deadline for instructors to report No Shows is usually at the beginning of the second week of the term. Students will not be charged for a class that marks them as a No Show. Students are not allowed back into a course once they have been No Showed.

O-W

O

Orientation: Need-to-know information about the College, student policies, and services. Sessions are scheduled on specific registration days. New students are required to attend.

P

Practicum: A course that includes job-related activities and stresses the practical application of theory in a specific field of study.

Prerequisite: A course that must be completed (usually with a minimum grade of "C") or a skill that must be demonstrated before a student can enroll in a more advanced course. A prerequisite can also be a minimum score on an entrance exam.

R

Refund: Tuition and fees that are paid back to a student who has withdrawn from a course. The amount of the refund depends on how many credits the student is enrolled in for the semester and exactly when the student withdrew from the course

Registered: Using BannerWeb to sign up for the classes that you want to take. You register for classes after you have been advised.

Registration: The time when you meet with an advisor and register for your classes.

Resident: Someone who has lived in Georgia for a specified length of time as shown by specified types of evidence. A student's residence status can be used to calculate the amount of tuition and fees.

S

SAP (Satisfactory Academic Progress): All students receiving federal and/or state financial aid must maintain satisfactory academic progress in accordance with federal and state regulations. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. To maintain eligibility for financial aid at Southern Crescent Technical College, students must successfully complete 67% of all courses attempted and make satisfactory progress towards graduation and maintain a cumulative 2.0 GPA.

Semester Grade Point Average: The semester GPA is the average based on all credit courses taken during the academic term. The semester grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purposes.

Student Email: When you are accepted to the college, you are automatically given a student email account. The College uses the student email to notify students of many things; therefore, students are expected to check their email regularly.

Student ID: When you apply to the college, you are assigned a Student ID number. The Student ID is used to access BannerWeb, purchase books in the bookstore, and more. The number will also be used to look up your student record.

Syllabus: An outline for a specific class that includes textbook requirements, class meeting dates, grading standards, etc.

T

Transcript: An official record of all courses a student has taken at SCTC and the grade for each course; degrees, diplomas, and certificates earned; and any awards or honors received by the student. The term “official transcript” indicates that the transcript was issued directly to someone other than the student (i.e. another college if a student transfers from SCTC to a four-year college or university).

W

Web-Enhanced Class: A class in which online course activity complements face-to-face class sessions without reducing the number of required class meetings.

WIOA (Workforce Innovation and Opportunity Act): A federally funded program that expands education and training options for qualified candidates.

Withdraw: If you decide that you do not want to take a class, you have three (3) days from the beginning of the semester to withdraw. If you withdraw after the third day, you are still responsible for tuition and fees. You must withdraw by dropping the course online through BannerWeb or with the Academic Affairs Office.

Getting Started Entering the College

Admissions Process

Admission to Southern Crescent Technical College is a multi-step process, which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants.

Eligible Applicants

Any individual 16 years of age or older or dually enrolled high school students in the 10th, 11th, or 12th grades who seeks access to quality instruction at the post-secondary level are eligible for admission. Please note that some programs may have different age requirements. Students may be eligible to take college courses in 9th grade, provided they meet admissions requirements—they are ineligible to use Dual Enrollment Grant funding until 10th grade.

Applicants must note that completion of the admissions process as described below does NOT guarantee acceptance into a program of study. Minimum admission test score requirements and other admission criteria must be met.

Verification of Lawful Presence

TCSG Procedure 6.2.2p: "Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.

"**How can a student verify lawful presence?**

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. **It must be a Real ID and not contain any of the verbiage listed in the table below.** If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.
- Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS).
- Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program.

Alabama	Must NOT be marked “FN”
Alaska	Must NOT be marked “Limited Term”
California	Must NOT be marked “Limited Term.” Instruction Permits, Commercial Learner’s Permits, and temporary licenses cannot be accepted.
Delaware	Must NOT be marked “Limited Term” or “Temporary”
Florida	Must NOT be marked “Temporary”
Georgia	Must NOT be marked “Limited Term”
Idaho	Must NOT be marked “Limited Term”
Iowa	Must NOT be marked “Limited Term”
Kentucky	Must NOT be marked “Not for REAL ID purposes”
Louisiana	Must NOT be marked “Limited Term”
Maryland	Must NOT indicate “T” restriction
Missouri	Must NOT be marked “Limited Term”
Montana	Must NOT be marked “Limited Term” or “Temporary”
Nevada	Must NOT be marked “Limited Term”
North Carolina	Must NOT be marked “Limited Term”
Ohio	Must NOT indicate that it is “nonrenewable and nontransferable”
Oklahoma	Must NOT be marked “Temporary”
South Carolina	Must NOT be marked “Limited Term”
Tennessee	Must NOT be marked “Temporary”
Texas	Must NOT be marked “Limited Term” or“ Temporary”
Vermont	Must NOT be marked “Limited Term”
Wisconsin	Must NOT be marked “Limited Term”

State Resident Policy

Legal residence in the state of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Each school has the responsibility of evaluating each application while each student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.

To be classified as an in-state student for tuition purposes, an individual must show that he/she has been a legal resident of Georgia for a period of no less than 12 months immediately preceding the date of registration.

A. Georgia Residency

1. Dependent Students:

- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in- state tuition, and
- Such student graduated from an Eligible High School located in the State of Georgia; or
- The Parent claimed the student as a dependent on the Parent’s most recent federal income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking instate tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

2. Independent Students:

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

B. Retaining Georgia Residency

- Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.

- Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

C. Eligibility for Out of State Tuition Exemptions:

1. Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

    - Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;

    - Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;

    - Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;

    - United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;

    - United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;

    - United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;

    - Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;

    - Career consular officers and their dependents that are citizens of the foreign nation, which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

    - Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill® benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

    - Students using transferred GI Bill® while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.

    - Students who are described as covered individuals in 38 U.S.C 3679(c).

    - Students who are dually enrolled and participating in Dual Enrollment.

    - Student from a homeless situation as defined in OCGA 20-3-66.

Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy. Exceptions include:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
- Full-time employees of Georgia's technical schools, their spouses, and their dependent children;
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children.
- Teachers employed full-time on military bases in Georgia qualify for this waiver;
- Military personnel and their dependents stationed in Georgia and on active duty;
- Military personnel and their dependents who are legal residents of Georgia, but are stationed outside the state.
- Military personnel, spouses, and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status.
- Other options see Office of Admissions or State Policy.

Recruitment Manual

Office of Recruitment Overview

The Office of Recruitment at Southern Crescent Technical College (SCTC) provides information about SCTC occupational programs, courses, resources, and services to prospective students and stakeholders in an eight county service delivery area, which includes Henry, Jasper, Butts, Spalding, Fayette, Pike, Lamar, and Upson. The Office of Recruitment, under the supervision of the Vice President for Student Affairs, is responsible for educating and engaging potential students, providing information regarding SCTC coursework, the SCTC application process, and SCTC resources that are available to them. The Office of Recruitment provides outreach services for SCTC, and works to reach potential recruits and stakeholders, including traditional, non-traditional, and dual enrolled prospects. In addition, the Office of Recruitment administers all aspects of SCTC's Dual Enrollment Program, which allows qualified students to maximize their education and training time by taking postsecondary classes while they are still in high school.

Office of Recruitment

Engagement and advisement are central to the SCTC Office of Recruitment's philosophy. It is the Office of Recruitment's belief that the most effective recruitment practices will cultivate the interest of prospective students and will also provide high quality counsel regarding course/program options.

Office of Recruitment Purpose

The purpose of the SCTC Office of Recruitment is to promote college courses, programs, resources, and services to prospective students and community members within an eight-county service delivery area. The plan will include civic organizations, local units of government, local K-12 educations partners and other stakeholders in the college service area. In practice, and in support of this purpose, Office of Recruitment staff will:

1. Attend community and civic organization events, as representatives of SCTC—these can be anywhere, and could include but would not be limited to chamber expos, job fairs, industry events, etc.
    a. Provide promotional literature at these events
    b. Provide advisement to prospective students regarding course/program options
2. Attend high school events, i.e. college fairs, workshops, counseling office visits, lunchroom visits, freshman/sophomore/junior/senior nights, sporting events, etc.
    a. Provide promotional literature at these events
    b. Provide advisement to prospective students regarding course/program options
3. Assist and advise community partners in providing information and program options
    a. Work with school system partners to supplement secondary program options with post-secondary, dual enrollment program options
    b. Work with business/industry partners to determine program needs, and to provide courses/programs that match these needs
    c. Work with/serve on boards of local chambers, Career and Technical Education (CTE) Advisory Committees, and any other community groups that need SCTC representation
4. Recruit and provide information to SCTC's Adult Education students
    a. Monthly visits to Adult Education classrooms to provide SCTC promotional information
    b. Provide advisement to prospective Adult Education students regarding course/program options
    c. Promotion of SCTC Open House events to Adult Education students
    d. Provide SCTC promotional literature at Adult Education graduation
    e. Provide advisement at Adult Education graduation regarding course/program options
5. Administer and provide support for all aspects of SCTC's dual enrollment program
    a. Provide outreach to prospective students and stakeholders about dual enrollment options
    b. Advise and register dual enrolled students
    c. Will implement dual enrollment orientation sessions each semester
    d. Process funding applications for dual enrolled students
    e. Provide support for dual enrolled students
    f. Will promote transition of dual enrolled students following high school graduation
6. Will implement on-campus recruitment events
    a. Annual open houses, with programs represented, at each SCTC location
    b. Annual secondary partner luncheon
    c. Once per semester Dual Enrollment Advisory Committee meeting, with membership comprised of secondary partners
    d. Annual Career Exploration Day
7. Metrics used to measure success, both ongoing and year to year, will be recruit cards, number of off-campus visits, and enrollment count

Dual Enrollment

The Dual Enrollment Program offers qualified students the opportunity to earn high school elective units while enrolled in Southern Crescent Technical College courses. Dual Enrollment classes may lead to the completion of a certificate of credit, diploma, or associate degree. Academic courses are not included in this program option.

Joint Enrollment

Students enrolled in the Joint Enrollment Program take Southern Crescent courses while still in high school, but receive college credit only. Joint Enrollment classes may be either occupational or academic.

Senate Bill 2 (option B)

Senate Bill 2 allows qualified students an alternative route to high school graduation. Senate Bill 2 students' graduation requirements are streamlined to include eight required high school courses (those with a milestone test) and a college associate degree program, college diploma program, or combination of two college Technical Certificates of Credit (TCCs must be selected from an approved list).

Articulation

Students who have taken articulated classes in high school can exempt corresponding coursework at Southern Crescent Technical College. To receive credit for articulated courses, students must successfully complete Southern Crescent Technical College's end of course test.

The Benefits of Dual Enrollment

Participants in Southern Crescent Technical College's Dual Enrollment Program benefit on a number of levels. The University of Georgia researched the advantages realized by these students in 2006. Following are the results of this study:

- 54% of High School Program participants transitioned into Technical College System of Georgia (TCSG) or University System of Georgia (USG) schools after high school graduation, compared with an overall historical rate of 46%
- 91% of students made a "C" or higher in their college-level classes
- After graduation, 81% of former High School Program participants made a "C" or higher at TCSG schools
- After graduation, 77% of former High School Program participants made a "C" or higher at USG schools
- 75% of former High School Program students did not require remediation as traditional freshman, compared with an overall rate of 58%
- Former High School Program participants were more likely to attend college following high school graduation
- High school graduation rates were higher among former High School Program students

Dual Enrollment Eligibility Requirements

Dual Enrollment Program participants are expected to meet a rigorous set of standards for eligibility. In order to become dual enrolled with Southern Crescent Technical College, students must meet or exceed the following requirements.

Dual/Joint Enrollment

To qualify for Southern Crescent Technical College's Dual/Joint Enrollment Programs students must:

- Be a 10th, 11th, or 12th grade public, private, or homeschool student in Georgia
- Submit an application for SCTC's Dual Enrollment Program (no application fee is required for potential dual enrollees)
- Receive permission to participate from high school administration and complete all forms needed by secondary partners
- Meet or exceed a minimum overall high school GPA of 2.0 or HOPE GPA of 2.5.

Articulation

To receive articulated credit at Southern Crescent Technical College, students must:

- Have taken a high school course covered by a Southern Crescent Technical College articulation agreement
- Have passed the articulated course with an eighty-five (85) or higher
- Make a score of eighty (80) or higher on Southern Crescent Technical College's exemption exam
- Enroll at Southern Crescent Technical College within twenty-four (24) months of high school graduation

Financial Aid Information

The state of Georgia's Dual Enrollment Program Grant covers all tuition, fee, and book costs for high school students. Program-specific (like tools, uniforms, clinical site requirements, etc.) and transportation costs are the responsibility of dual enrolled students. Students may talk with their High School Coordinator/Recruiter, call (770.229.7368), or visit the Financial Aid Office for information on program funding.

Dual Enrollment Student Resources

Participants in SCTC's Dual Enrollment Program have a variety of resources at their disposal. These include, but are not limited to, the following.

Bookstore

Southern Crescent Technical College has bookstores located on its Griffin and Flint River campuses. During the first week of classes, hours of operation are extended. The bookstore sells new and used books, study aids, school supplies, special program supplies, and school paraphernalia. Purchases may be made by check, cash, or credit card. All refunds, exchanges, or returns on textbooks only must be done within ten (10) days of purchase. The original receipt is required for all refunds or returns. All textbooks must be in the original, unopened condition as purchased. All other sales are final. Textbooks for High School Program participants must be purchased before the second week of class.

Career and Academic Planning Center

The Career and Academic Planning Center or CAP Center provides accessible and comprehensive advising with an emphasis on

establishing a career and academic plan. The CAP Center helps with:

- Advising new students
- Choosing a major or career
- Scheduling and registering for classes
- Connecting students to necessary resources
- Preparing a resume

Computer Labs

A computer lab is available for student use in the libraries on the Flint River Campus and Griffin Campus, as well as the Henry County Center. These computers and printers can be used for completion of assignments or for limited personal purposes. A variety of software is accessible including word processing, spreadsheets, databases, and an assortment of educational software. Computers are available on a first-come, first-served basis during regular library operating hours. Currently enrolled students have priority over others. Students must have a valid student ID to access the computers. Numerous other computer labs are used for instructional purposes. Students may check with instructors for available computers during regularly scheduled class time or at the end of the school day. Students may use these computer labs, if a college employee is present.

Disability Services

Southern Crescent Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major activities" include such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The condition may be permanent or temporary. In order to receive accommodations, it is the student's responsibility to self-disclose this disability to the Special Services Coordinator. Written documentation is required by licensed personnel and must not be more than three years old from the date of request. Students must notify the Vice President for Student Affairs or the ADA/Section 504 Coordinator at least thirty (30) days prior to entering the desired semester if reasonable accommodations are requested that require equipment, resources, material, or personnel. Requests for accommodations totaling over $500.00 may require a 60-90-day notice.

For more information on Disability Services, contact the ADA/Section 504 Coordinator: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, Room 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, tbrooks@sctech.edu, Title IX/Equity Coordinator: Assistant Director of Student Support Services: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382, tdoaty@sctech.edu, or Title IX/Equity and ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus and Taylor County) Mary Jackson, Special Services Coordinator, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, mjackson@sctech.edu.

Early Alert Program

The Southern Crescent Technical College's Early Alert Program is coordinated by the Student Navigator. This program is designed to identify students who may be at-risk of academic difficulty or failure. Faculty make referrals to the Student Navigator via an electronic program called TEAMS. The program provides feedback from Faculty members and advisors to help students investigate and utilize student support services and implement a recommended plan of action developed especially for them that will help them succeed.

Library

The Library provides materials and services promoting the development of academic foundations, employability skills, and technical fundamentals for all training areas. There are two library locations: Griffin Campus and Flint River Campus. The library houses over 24,000 volumes in a growing collection related to the academic and personal needs of faculty and students. The collection also includes audiovisual materials, electronic databases, and subscriptions to over 200 periodicals and newspapers and over 16,000 electronic books. GALILEO (Georgia Library Learning Online), a collection of online databases, is available to students both on and off campus. The library's catalog is fully automated for user convenience. Library services available include reference service, library research instruction, and Internet access. Both locations provide student computers that are available for printing, word processing, GALILEO, or other Internet use during all hours the library is open. Interlibrary loans are available through OCLC WorldShare ILL. The library also holds reciprocal borrowing agreements with Clayton State University, Gordon College, and all other TCSG campus libraries. Librarians are available to provide information and reference services including both formal and informal instruction in the use of library resources. A photocopier is available for student use.

Orientation sessions are available each semester during class visits to the library. The orientation is designed to acquaint students with library policies, procedures, and services. Student users must present a valid College ID in order to borrow books and use the computers. A limited number of computers are available for non-student access. Please contact the library for specific information and details about the hours of operation.

Special Populations Services

Special Populations Services are available to support and serve students who are economically disadvantaged, including foster children, single parents, including pregnant women, displaced homemakers, limited English proficiency, or in a non-traditional program.

Economically disadvantaged families are individuals receiving some type of cash assistance such as PELL, WIOA, TANF, or Vocational Rehabilitation support.

A single parent is an individual who is unmarried or legally separated from a spouse and has a minor child or children for whom the parent has either custody or joint custody.

A displaced homemaker is an adult who is divorced, widowed, separated, or has involuntarily lost income and has diminished marketable skills.

A student in a non-traditional program is a student who has chosen to enter training in a field that is dominated by persons of the opposite gender, such as a male in nursing, or a female in automotive technology.

Special Populations Services offers a wide range of support services that may include books, mentoring, and community resource referrals. The program also offers workshops and seminars that deal with life management and employability skills issues. Learning Support services are available for Special Populations students.

For more information, contact the Assistant Director of Student Support Services, Toni Doaty, Griffin Campus at (770) 228-7382; Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223 or Special Services Coordinator, Mary Jackson, Flint River Campus at (706) 646-6224; 1533 Highway 19 South, Thomaston, GA 30286.

Student Records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the State Board of Technical and Adult Education, and the policies of Southern Crescent Technical College. Students, alumni, and other interested parties should contact the Registrar's Office to obtain a copy of the College's policy.

Directory Information

Southern Crescent Technical College, in compliance with FERPA, releases the following as directory information without the consent of the student:

- Full name of student
- Address(es)
- Telephone number
- County of residence
- Electronic mail address(es)
- Major and field(s) of study

- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

Any student or parent of a dependent student who objects to the release of directory information may file a Request to Suppress Directory Information in writing to the Registrar clearly stating what directory information should not be released. Upon written consent of the student, specific information not listed above may be released provided the signed consent form is in the student's file.

In accordance with FERPA, certain governmental institutions have access to student records without prior consent for disclosure. If requested, Southern Crescent Technical College will notify the student of the release of any information to any agency for which prior consent is not required.

Tutoring Center

The Tutoring Centers are designed to provide assistance to students in achieving their academic goals. Tutors provide additional instruction in the areas of math, English, and reading. Services are free to students. Consult the Tutoring Center for more information on tutor availability.

Rules and Procedures

Southern Crescent Technical College provides opportunities for intellectual, emotional, social, and physical growth. Southern Crescent Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission of the college. Therefore, Southern Crescent Technical College has established a Student Code of Conduct that is available in full at www.sctech.edu. Students enrolled at Southern Crescent Technical College while still in high school must abide by all rules set forth in the Student Code of Conduct as well as any regulations required by their high school. These rules include, but are not limited to:

- SCTC prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- SCTC prohibits mental or physical abuse of any person, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the space, safety, or orderly function of Southern Crescent Technical College, its facilities, or persons engaged in the business of the school.
- SCTC prohibits any act, comment, or behavior which is harassing, offensive, or intimidating, including behavior which in any way interferes with another student's rights or an employee's performance.
- SCTC students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training.
- Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class.
- SCTC prohibits theft of, misuse of, or harm to college property, or theft of or damage to property of a member of the SCTC community.
- SCTC prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on college premises, unless otherwise permitted by SCTC officials.
- Destruction of or harm to equipment, software, or data belonging to SCTC or to others is considered unacceptable usage. This may include altering, downloading, or installing software on college computers, tampering with computer hardware or software configuration, improper access to the college's network, and disconnection of SCTC computers or devices.
- Unless otherwise permitted by college officials, SCTC prohibits the use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on college premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus.
- SCTC prohibits attachment of personal electronic devices to college computers under any circumstances.
- SCTC prohibits the use of computer technology to harass another student or college official by sending obscene, harassing, or intimidating messages, jokes, or material.
- Use of computing facilities to interfere with the work of another student or college official is unacceptable. This includes the unauthorized use of another individual's identification and password.
- SCTC prohibits the possession of a firearm, weapon, or explosive compound/material by any student while on campus.
- Use and/or possession of unauthorized material or technology during an examination or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones, and/or smart phones or other electronic devices is prohibited.
- Submission of another person's work for evaluation and/or a grade is prohibited.
- SCTC prohibits students from submitting work in whole, in part, or in paraphrase without proper citations.

- Students are required to be in class each day and are responsible for any work missed due to absences.
- SCTC will follow the high school attendance policy for excessive absences. Students may be withdrawn from High School Program coursework if they do not meet the minimum attendance requirements.
- Excessive absences may result in an inability to meet state standards, or requirements set by accrediting or licensure boards.
- All SCTC students are issued a student identification card.

Student Confidentiality

Under the Family Educational Rights and Privacy Act (FERPA), high school students have rights to privacy regarding their enrollment in programs at Southern Crescent Technical College. Southern Crescent Technical College faculty will not release academic information unless students have signed a consent form. Parents/guardians may want to encourage students to complete these forms so that they will have access to academic records.

Glossary of Terms

- **Approved Courses**—Approved courses are those identified by the Georgia Department of Education as eligible to be taken as Dual Credit.
- **Articulated Credit**—Articulated credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career related courses leading to a certificate, diploma, or degree. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of coursework already mastered in high school.
- **Credit**—Credits are units or portions of units earned and applied toward high school graduation and credit hours earned toward the completion of a program of study.
- **Online Learning**—Online learning is an educational process that is characterized by the separation, in time or place, between instructor and student. It may include courses offered principally through the use of television, audio, video, cassettes/discs, correspondence, audio/computer conferencing, and transmission by computer, Internet, open broadcast, closed circuit, cable, microwave, or satellite. The institution offering distance learning coursework must be a TCSG or USG eligible postsecondary institution.
- **Dual Enrollment**—Dual Enrollment is a process through which a high school student takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution.
- **Eligible Student**—An eligible student is any high school student enrolled in an eligible high school that is accepted by a state public or private postsecondary institution and meets criteria for participation in High School Programs.
- **Full-time**—Full-time enrollment means enrollment for a minimum of 12 semester hours or the equivalent quarter hours per school term, of postsecondary credit at an eligible postsecondary institution.
- **Full-time Equivalent (FTE)**—Full-time equivalent is a student count consisting of six (6) state-funded segments per student.
- **GAfutures**—futures is the Georgia Student Finance Commission website that provides information on careers, Georgia postsecondary institutions, student financial aid, and access to electronic college and financial aid applications.
- **Georgia Student Finance Commission (GSFC)**—GSFC is the Georgia state government agency that administers postsecondary financial aid, including ACCEL, the HOPE Grant, and the HOPE Scholarship programs
- **HOPE Grant**—The HOPE Grant is a State of Georgia student financial aid program that provides non-repayable grant assistance to Georgia residents seeking technical certificates or diplomas from TCSG and USG eligible postsecondary institutions. The HOPE Grant Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission.
- **Joint Enrollment**—Joint Credit is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint Credit coursework earns postsecondary credit only.
- **TCSG**—TCSG refers to the Technical College System of Georgia.
- **USG**—USG refers to the University System of Georgia.

Categories of Admission

Regular Admission

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Admission

Students who do not meet all requirements for regular admission into a selected program may be granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. All certificate, diploma, and associate degree program students initially admitted on a

provisional basis must have satisfactorily completed the necessary pre-requisite and learning support course work in order to progress through the state standard curriculum.

Applicants who score below the provisional cut scores in English, Math, and Reading are referred to Adult Education.

Students wanting to transfer in learning support courses should refer to the Transfer Student Admission section of the handbook for information about this process.

Veteran Students are required to submit college transcripts.

Special Admit (Non-Credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted special admit status. The following specifics define the parameters of the status:

- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- Students who do not test may still be admitted as special admit but may not register for degree level core courses.
- May enroll in classes only on a space-available basis.
- Students are registered by the Office of the Registrar personnel during the new/returning registration period.
- Will not be eligible for any financial aid.
- The student will not receive a certificate, diploma, or associate degree under the special admit status.
- Special admit students will not receive permission to take courses at other colleges under transient status.

Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status.

The following specifics define the parameters of this status:

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll. A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- Will be allowed to register for courses after course placement requirements have been met.
- These applicants are not eligible for federal financial aid until a final high school transcript has been received.

Transient Admission

Host Transient Students- applying to SCTC as a Transient Student

Students seeking transient admission must submit an Admission Application and pay the application fee. Students who submit a Transient Agreement Letter from their home institution are granted transient admission status. The Transient Agreement Letter should verify the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment. Transient/host students are registered by the Office of the Registrar personnel during the new/returning student registration period on a space available basis.

SCTC Student Transient Process

SCTC students seeking transient admission with another post-secondary institution must submit an Admission Application and pay the application fee at that institution. Students must submit a Transient Request form to the SCTC Registrar's Office for evaluation and

approval. If approval is granted, the SCTC Registrar's Office will send a Transient Student Agreement Form/Letter to the host college. The Transient Agreement Form/ Letter will show the courses the student is approved to take for the requested term. To qualify for transient student status students must meet the following criteria:

- Student must be in good standing. A first term student will not be allowed to be a transient student from SCTC.

- Not enrolled as a full-time student at SCTC.

- Class is not offered at SCTC for the term unless extenuating circumstances are approved by the faulty program advisor.

- Completed all required prerequisite courses

Note: Only courses required for completion of a student's current SCTC program of study will be considered for transient approval. Successful completion with a grade of "C" or better in the equivalent course(s) is required to receive transfer credit to SCTC. It is the student's responsibility to request a final official transcript from the Host institution and have it sent to the SCTC Registrar's Office once the term has ended.

Transfer Student Admission

An applicant seeking admission to Southern Crescent Technical College as a transfer student must:

- Submit an official copy of final high school or GED transcript and all college transcripts. A transcript is considered official only when it bears the seal of the granting institution and is mailed directly to Southern Crescent Technical College, hand delivered in a sealed official envelope, or sent electronically by participating colleges. Students who have completed a degree level program at another regionally accredited college and who present an official transcript documenting the degree will not be required to submit a high school or GED transcript.
- Non-U.S. high school and college transcripts must be evaluated by an approved translation service who will then forward the evaluation to the College. Contact the Student Affairs Office for names of translation and evaluation services used by Southern Crescent Technical College.

Credits from regionally accredited colleges or other post-secondary institutions may transfer if:

1. The courses are equivalent in both content and credit hours to those required in the Southern Crescent Technical College program, and
2. A grade of C or better was earned.

An official transcript from each post-secondary school is required for an evaluation, and it may be necessary to provide the Registrar with course descriptions. It may be necessary to provide the Registrar with course descriptions. It is the responsibility of the student to obtain any additional information requested by the Registrar. Transferability of general core courses is not typically affected by date of completion. Health sciences, computer sciences, and related courses greater than five years old may not be transferable and are subject to review due to the nature of the subject matter. See catalog for specific program information. Students are notified by email on which courses were accepted for transfer credit.

Transferability of occupational courses is determined by the program coordinators as relevant to the subject area. Once the transcript is evaluated, a letter is mailed to the student. The credits are posted to the student's academic record using a grade of TR, which is not calculated into the grade point average.

Students may take learning support courses at other TCSG institutions and transfer the learning support courses to Southern Crescent; however, students will be required to take a placement exam at SCTC to determine that the mastery level has been reached prior to enrolling in credit-bearing courses.

A student must complete at least 25% of his or her credit hours at Southern Crescent Technical College in order to be awarded a diploma, degree, or certificate from Southern Crescent Technical College. The 25% does not include advanced standing through transfer of credit, military credit, credit by exemption, credit by experience, or articulation.

Veteran Students are required to submit college transcripts.

International Student Admission

The United States Citizenship and Immigration Services (USCIS) currently does not authorize Southern Crescent Technical College to issue student visas. Applicants who are permanent residents or who qualify under refugee or asylum status are exempt from obtaining M-1 visas to attend college. To gain consideration for admission, applicants must:

1. Submit the College's application for admission and the $25 one-time, non-refundable application fee payable with U.S. currency, a credit card, a money order, or a check issued by a bank in the United States.
2. Submit valid placement program test scores (ACCUPLACER, COMPASS, ASSET, SAT, ACT).
3. Provide copies of resident alien identification cards, depending on eligibility.
4. Provide official English translations of all secondary and post-secondary records and evaluations of those records by an independent evaluation service. (The addresses, applications, and information on the approved companies that provide evaluation services of foreign transcripts are available from the Student Affairs Office.) Applicants must pay the costs of having their records translated and/or evaluated. At a

minimum, applicants must have the equivalent of a U.S. high school diploma.

After applicants submit this documentation, the Student Affairs Office will evaluate their application materials. The College will assess tuition at a rate that is four times the rate assessed for Georgia residents until international residents establish in-state residency.

Former Student Admission

Students who are inactive at Southern Crescent Technical College after one or more semesters will be required to:

1. Submit a completed application form to the Admissions Office.
2. Meet program admission requirements in effect at the time of readmission, including assessment (testing) requirements. If test scores are not sufficient based on program requirements, the student may be required to retest or provide acceptable transfer coursework prior to readmission.
3. Submit official transcripts from all colleges, universities, or institutions attended since their last enrollment. Veteran Students are required to submit college transcripts.
4. Must attend orientation.

Senior Citizen Admission

Amendment 23 to the Georgia Constitution provides for the enrollment of persons 62 years of age or older in post-secondary education in Georgia. Provisions of the amendment include:

1. The applicant must be 62 years of age or older at the time of registration and must present a birth certificate, state issued identification, or other comparable written documentation of age.
2. Upon admission, the applicant may enroll as a regular or auditing student in courses offered for resident credit on a space-available basis without payment of tuition.
3. However, the applicant will be responsible for payment of other applicable fees.

The applicant must meet all admission requirements.

Felony Convictions

A criminal history will not hinder a student from acceptance to or receiving a certificate, diploma, or degree from Southern Crescent Technical College; however, felony convictions may affect employability and licensure.

Admissions Steps

All applicants entering degree, diploma, or certificate programs must complete all of the admission steps listed below:

Application Process

Complete the Southern Crescent Technical College Application for Admission and submit the $25 non-refundable application fee (former students and Dual Enrollment students are exempt). Applicants that do not attend will need to update a new application for the desired term they will attend. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund. (Please note that only previous SCTC Dual Enrolled students are exempt from the application fee.)

Required Academic Criteria

To be admitted by all technical colleges, applicants must satisfy one of the academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
    - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
    - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
    - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).

3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission as listed on the attachment 6.2.1p.a2.

4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.

5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:

    - Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.

    - Annual progress reports or a final transcript for the equivalent of the home- schooled student's junior and senior years (the final progress report or transcript must include the graduation date).

6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:

    - annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and one of the following:

        - Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)

        - PACT

        - PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

        - NEXT-GENERATION ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

Assessment of Program Readiness

1. Technical colleges must evaluate students' readiness for degree, diploma, and certificate programs. Technical colleges may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the attachment 6.2.1p.a2.

    - SAT

    - ACT

    - PSAT

    - PACT

    - NEXT-GENERATION ACCUPLACER

    - Compass/Asset

    - Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)

    - HOPE GPA after completion of 10th grade of 2.6 or higher

    - Completion of GED® with a score of 145 or higher on each section for placement into any certificate, diploma, or degree program

    - General Education Development [GED®] scores of 145+ on English or Math

    - TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs

    - High school GPA of 2.0 for approved Entry Level Workforce Certificates

    - Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates

A student possessing an Associate's degree or higher from an institutionally accredited institution shall be exempted from placement requirements.

2. Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.

3. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.

4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

Official transcripts, test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office. If submitted by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Official documents and credentials submitted to the College for admission and placement purposes become the property of SCTC and will not be duplicated or transferred to another institution.

Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

COVID-19 Admissions Accommodations

If an applicant's overall high school grade point average is 2.0 or higher they may exempt remedial course requirements for certificate, diploma, and degree programs through the 2024 Summer Semester.

Withdrawal of Application

An applicant who has been notified officially of acceptance should notify the Admissions Office if he or she decides not to attend. The applicant must submit an updated application for the semester he/she desires to attend. The applicant will be notified when to register.

Admissions Appeal

Applicants who feel they were unjustly denied admission to Southern Crescent Technical College may file an appeal. This appeals process also applies to currently enrolled diploma students who desire to transfer into a degree program. In the event that an applicant is denied admission and the applicant desires to appeal the admissions decision, the individual may complete the online Appeals Form or appeal in writing to the VPSA.

Testing Guidelines

For entrance purposes, some students will take the ACCUPLACER or COMPANION exam. The student will receive a testing form from Admissions before testing. Students will need to present a current photo identification. The exam consists of Reading, Writing, and Math (Arithmetic and Quantitative Reasoning, Algebra and Statistics). Students can access the built in calculator on specific questions of the Accuplacer test. The student will need to bring a pencil and the Testing Center will supply scratch paper. Food, beverages, hats, cell phones, Bluetooth devices, and personal items are not allowed in the Testing Center.

Any applicant who does not make test score requirements may retest in any area of deficiency. A retest can be taken the next calendar day. There will be a nonrefundable retest fee of $15.00 per retest.

- First Retest: Applicant can retest the next calendar day.

- Second Retest: Applicant can retest the next calendar day. Confidence Builder is strongly recommended prior to final attempt, but not required. (*This tool provides additional practice in the deficient areas*).

If the applicant does not earn the minimum program requirement scores, he/she will need to take the learning support course(s) associated with his/her scores. Learning Support classes are remedial classes taken to refresh a student's skill in the specific subject area. Students cannot retest if they have begun a Learning Support course. Once a Learning Support course is completed satisfactorily with a grade of a C or above, the student can retest in that particular subject one time. If the required score is not met, the student must continue with the sequence of Learning Support classes.

A student may retest if a student changes his/her major from certificate/diploma to degree.

A student may retest if the student has not attended for one

year (three consecutive semesters).

Dual Enrollment

The new Dual Enrollment combined Accel, HOPE Grant Dual Enrollment, and old Dual Enrollment programs for Georgia public or private high schools, and Home study programs within the State of Georgia operated in accordance with O.C.G.A. 20-2-690(c). The new Dual Enrollment Program Goals are to simplify three programs into one program; expand Dual Enrollment opportunities, and full-time or part-time attendance.

Any Georgia high school student who is entering tenth, eleventh, or twelfth grade at an eligible high school may be able to enroll as a Dual Enrollment student. Students may be eligible to take college courses in 9th grade, provided they meet admissions requirements—they are ineligible to use Dual Enrollment Grant funding until 10th grade. A student must be admitted and classified as a Dual Enrollment student by an eligible postsecondary institution. Full-time enrollment is not a requirement. Students who enroll in a TCSG college or other Georgia colleges or universities in the Dual Enrollment program receive college credit hours while simultaneously meeting their high school graduation or Home Study completion requirements as Dual Credit Enrollment students. Dual Enrollment applicants must gain regular admissions status to enroll at the College. High school students whose test scores place them in learning support are not eligible to enroll in Dual Enrollment courses at the College.

- Dual Enrollment students in tenth grade are able to take occupational and/or academic core courses if they have made a 1200 SAT or 26 ACT in a single test administration.
- Dual Enrollment students in tenth grade are able to take occupational courses and Dual Enrollment students in eleventh and twelfth grade are able to take occupational and/or academic core courses if they meet the admissions criteria described below.

To participate in Dual Enrollment at SCTC, applicants must:

1. Students may be eligible to take college courses in 9th grade, provided they meet admissions requirements—they are ineligible to use Dual Enrollment Grant funding until 10th grade.
2. To use Dual Enrollment Grant funding, participants must be a Georgia high school student in entering or in 10th-12th grade in an eligible high school;
3. Complete and submit the College's application for admission;
4. Students must meet SAT, ACT, PSAT, PACT, NEXT-GENERATION ACCUPLACER, or high school GPA minimum requirements;
5. Students must complete and submit to their high school any paperwork that is required by the secondary system, including the GA DOE Student Participation Agreement;
6. Gain regular admissions status to enroll at the College;
7. Attend New Student Orientation prior to first semester at the College;
8. Students must complete a Dual Enrollment funding application each academic year at www.gafutures.org.

Articulated Credit

Students may receive advanced credit at Southern Crescent Technical College through exemption examination. Those who make a passing grade on exemption examinations receive college credit (grade of AC on their college transcripts) for the courses. There is no requirement for students to take additional coursework to replace courses for which credit was earned through examination. Please note that a $10.00 fee may be assessed to high school students for testing. Finally, in order to take advantage of this opportunity, students must enroll at SCTC within 24 months of high school graduation.

For more information about Dual Enrollment or articulated credit, contact the Dual Enrollment Coordinator at Southern Crescent Technical College at 706.646.6122 or 770.229.3065.

Change of Address or Name

A picture ID must be presented before an address change can be processed. A picture ID and one of the following documents showing the name change must be presented in person before a name change can be processed: Marriage License, Divorce Decree, Social Security card, or other Court Documents showing a name change. If you are unavailable to come to the College in person, please contact the Admissions Office at 770-228-7348.

Documents must be legible and cannot be altered. Deviations from these requirements must be approved by the Vice President for Student Affairs.

Student Number

A Student number is a student's identification number used during his or her time of enrollment. The student number is a nine-digit number used by students to gain access to their academic and financial records. For security purposes, students must use their student number for all transactions. Student numbers are assigned when applicants are admitted to the college.

Student ID Card

Southern Crescent Technical College issues a student identification card. The student ID card is the official College ID and must be always worn by students while on campus. Most students will receive the card during the first registration and orientation period. The student ID card is issued at the library on the Griffin and Flint River Campus, and in the Henry County Center Computer Lab. Students need to bring their class schedule, and a picture ID with them to have a student ID made. The first student ID is free; however, any additional ID needed in the future will be $5.00 per student ID. If a student withdraws and stops attending and is not enrolled at the College for 3 or more consecutive semesters, the student may request a new student ID for free, but all replacement IDs needed in the future will be $5.00 per student ID. The student ID card is required for purchasing textbooks in the bookstore, using library services, and to enter classrooms.

Choosing a Program of Study

Career and Academic Planning Center

The Career and Academic Planning Center or CAP Center provides accessible and comprehensive advising with an emphasis on establishing a career and academic plan. The CAP Center helps with:

- Advising new students
- Choosing a major or career
- Scheduling and registering for classes
- Connecting students to necessary resources
- Preparing a resume
- Starting a job search

Registration/Orientation

An orientation session is mandatory for all new students. This session provides an opportunity for students to become familiar with policies and regulations, and learn more about the programs and services of the school. Students must attend an orientation session (either in person or online) to learn about Southern Crescent Technical College resources, services, and online student applications.

Diploma to Degree Transfer

A student who desires to change from diploma status to degree status should consult with his or her program advisor; he or she must meet degree admission requirements and complete the Program Change Request Form. **Program Change Request Forms should be received in the Admissions Office at least two weeks prior to any registration period.** Students should always consult with the financial aid provider on this type of transfer.

Change of Program

Students who wish to change from one program to another or from the pursuit of one credential to another must meet the admissions requirements for the new program or credential. Students should be aware that credits earned in one program may not apply to a new program. Changing programs may lengthen the time required to complete a program. **A Program Change Request Form should be received in the Admissions Office at least two weeks prior to any registration period.**

Financial assistance programs have specific guidelines concerning changing programs.

Students who are receiving benefits under a financial aid program (federal, state, or local student aid, veterans' benefits, and WIOA) should discuss the possible impact of a program change on their benefits.

Students who wish to change their program status should take the following steps:

1. Complete a Program Change Request form. Click here to access the form https://www.sctech.edu/admissions/admissions-forms/ ;
2. Obtain signature from a Financial Aid officer;
3. Upon approval by Financial Aid, submit form to Admissions Office to have Program Change Request Form evaluated and processed;
4. The student will be notified of any additional admissions requirements for the new program;
5. Register for new classes at the Career and Academic Planning Center or with new program advisor.

Students should allow a minimum of two (2) weeks to process the change of program. A student may change his or her program of study no more than twice per year unless he or she has special permission from the appropriate Dean for Academic Affairs.

Dual Majors Policy

A dual major allows a student to seek a secondary program of study. A student may add a second major to his/her existing program as long as both majors have the same level and the same cost. To be considered for a dual major on separate campuses, approval must be made by the Vice President for Academic Affairs/Designee.

Same level - the primary and secondary area of study will have to be the same level, for example, diploma to diploma, degree to degree, certificate to certificate

And

Same cost - the cost per credit hour for the required courses of both majors will have to be the same

Or

A student may be considered for a dual major in unlike levels if it is the last semester of his/her current major.

Or

A student may take courses in unlike program levels if his/her admissions status is special admit. No more than 17 semester hours taken under the special admit status can be applied toward a certificate, diploma, or degree. Special admit students are not eligible for financial aid.

NOTE:

1. Dual medical programs are not allowed.
2. Health Care Assistant students must complete their certificate before adding another major.

Dual Majors Procedure

1. Complete a Program Change Request Form located in the Admissions Office.
2. Obtain a signature from a financial aid officer.
3. Upon approval by all signed parties, the Admissions Office will determine the student's admissions eligibility for the second program.
4. Requirements will be noted, and the student will be notified of any additional admissions requirements for the new program.
5. Upon completion of the admission requirements for the new program, the student will be allowed to take courses within either program, space permitting.
6. If the secondary program has a waiting list, the student will be placed on the list effective the date of the completion of the admission and core requirements.

Transfer Credit Equivalencies, Credit by Examination, and Prior Learning Assessment

A student must complete at least 25% of his or her program credit hours at Southern Crescent Technical College in order to be awarded a diploma, degree, or certificate from Southern Crescent Technical College. The 25% does not include advanced standing through the transfer of credit, military credit, credit by exemption, credit by experience, or articulation.

Transfer Credit Equivalencies

Southern Crescent Technical College awards transfer degree-level coursework earned through any college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. In addition, Southern Crescent Technical College reserves the right to accept or refuse transfer credit on a case-by-case basis for any level coursework (degree, diploma, or certificate) earned through a non-regionally accredited institution.

Evaluations of college transcripts for transfer credit are only completed when a student has a current and "accepted" admissions application, meaning the student has applied for a current term and deemed accepted for respective term by the Admissions Office. Evaluations of college transcripts may take 10-15 business days for completion, not including weekends, holidays, or school closures, and during "peak time periods" may take longer.

Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

Courses transferred from the University System of Georgia and private colleges accredited by The Southern Association of Colleges and Schools Commission on Colleges may be viewed at this link: **TCSG-USG General Education Course Transfer Chart.** The list of courses shown is not a final or complete listing. Check this website frequently for updates.

Students with International Coursework

Students with international coursework seeking an evaluation for transfer credit are required to have their foreign educational credentials and documents evaluated by an independent evaluation agency. The agency used must be accredited by NACES.

The following is required to receive transfer credit for international education credits:

· Course -by- course evaluation for all post-secondary colleges

· The evaluation agency must send an official evaluation and transcript directly to Southern Crescent Technical College in a sealed envelope or email the evaluation directly to the Admissions Office or Registrar's Office .

· Students who wish to have evaluations mailed directly to them must not open the evaluation. Any documents that are not in a sealed envelope or emailed directly to the student will not be considered official and will not be accepted for transfer credit.

· Coursework must be equivalent in both content and credit hours to those required in the Southern Crescent Technical College program, and

· A grade of C or better earned.

Credit by Examination

Southern Crescent Technical College awards credit by examination for the programs listed below. Examinations recognized by Southern Crescent Technical College and the minimum scores required for credit are provided.

- Advanced Placement (AP) Credit
- College-Level Examination Placement (CLEP) Credit

Prior Learning Assessment (Experiential Credit)

Southern Crescent Technical College recognizes that learning can take place in a variety of settings other than the College classroom. Students who have completed documented training through law enforcement, the

military, or similar organizations that provide transcripts from the training may be eligible for college credit. Only current students who have successfully completed at least three (3) hours of credit at Southern Crescent Technical College are eligible to request credit through experience. Students wishing to be granted credit through experience should obtain a Request for Credit for Experiential Learning Form from the Academic Affairs Office. Along with the form, the student must submit official copies of transcripts that list all training. Training hours must approximate the contact hours for the requested college course. The program coordinator will review the documentation. If all requirements are met, the document will be approved by the Vice President for Academic Affairs / Designee, a grade of EXP is assigned and credits are awarded. Quality points are not calculated into the GPA. Experiential credits most likely will not transfer to other colleges; although, transferability is always up to the receiving college. There is no fee for credits earned through experience.

Program Length

The estimated length for most Associate of Science (AS) or Associate of Applied Science (AAS) degree programs is two years (or six terms)

The estimated length for most diploma programs is eighteen months (or five terms).

***Note: Estimated program length reflects full-time enrollment and does not include learning support classes or delays due to course offerings, program-ready lists, cohorts, competitive admissions, etc.**

Additional Course Information

COMP 1000—Introduction to Computer Literacy and COLL 1500—Student Success are used to verify computer competency. Many programs of study include additional courses that verify program-specific computer competencies **(see programs of study).**

Getting Registered for Classes

Part-time status & Full-time status

A student is considered to have full-time status if he/she is registered for 12 or more credit hours in a semester. A student taking less than 12 hours is considered part time.

SCTC operates in accordance with the following policies TCSG 5.1.6, 5.1.8p, and 5.1.2 specifically, Standard 02-02-06 in determining the amount and level of credit needed to be awarded for courses offered at SCTC.

Course Audit

A student may enroll in any class for audit on a noncredit, space-available basis, with payment of the regular credit hour tuition and fees. The student is expected to attend classes and participate in class activities, but is not required to complete assignments or take examinations. Audit hours may not be converted to credit at a later date. Students must declare a course as audit status at the time of initial registration by submitting a completed Official Course Audit Form to the Academic Affairs Office and payment of all fees to the Business Office.

Credit by Examination

Exemption Exam

A currently enrolled or accepted program student may receive course credit by passing an examination if one is offered. The examination may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course. Exemption exams are given each semester. The list of exemption exams available and the schedule of test administration are available in the Academic Affairs Office.

Advanced Placement (AP) Course Equivalents

Advanced Placement Examinations – Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. Official test scores from College Board are required for credit to be awarded. For AP scores, please call 1-888-308-0013 or visit College Board to request official scores to be sent to Southern Crescent Technical College.

College-Level Examination Placement (CLEP) Credit

CLEP®-- The College accepts College-Level Examination Program credit from the College Board, but does not offer the exams on campus. Check the College Board website www.collegeboard.com for available exams, fees, and test locations. To receive CLEP credit, the scores received must be at the 50th percentile or higher. Students wishing to earn CLEP credit should contact the Registrar.

Exemption Exam Procedures

- A student cannot attempt to exempt a course in which he or she is currently enrolled nor for any course in which he or she has been enrolled. The only exception is for those courses in which a student successfully completed, but have become obsolete because they are over five years old. No exemption exam may be attempted more than once.
- Students should obtain an Exemption Examination Application at any Academic Affairs office. The application should be fully completed including necessary signatures.
- To schedule the exam for a particular date, time, and location, students must sign up for the exam at The Community Service Center on the Griffin Campus, Building 100 and on the Flint Campus.
- Payment must be made before a student registers for a particular date, time, location, and exam.
- A non-refundable fee of 25% of course tuition is charged for each exam. This fee must be paid prior to taking the exam, and a receipt for this fee must be presented to the examiner at the time of the exam.
- The fee requirement is waived for eligible articulated secondary students.
- All exams are to be taken without any outside aids such as textbooks, notes, etc.
- A minimum score of 80% must be achieved to successfully exempt a course.
- If the student successfully exempts a course, a grade of TR will be assigned. It is not calculated into the grade point average. **Exemption exams most likely will not transfer to other colleges; although, transferability is always up to the receiving college.**

- If the course being exempted by examination has a pre-requisite course requirement, the pre-requisite must be satisfied by either passing the exemption test, if available, or successfully passing the pre-requisite course.
- Academic Affairs will notify the student of the results of the exam. The Registrar's Office will record the grade for posting to the student's transcript.

NOTE: The Office of Academic Affairs determines what courses are available for exemption testing. *Financial aid will not cover the cost of exemption exam fees.*

Credit through Experience

Southern Crescent Technical College recognizes that learning can take place in a variety of settings other than the College classroom. Students who have completed documented training through law enforcement, the military, or other similar organizations that provide transcripts for the training may be eligible for college credit. Only current students who have successfully completed at least three (3) hours of credit at Southern Crescent Technical College are eligible to request credit through experience. A student needs to complete a minimum of 25% of a program's credit hours as a Southern Crescent Student to be awarded a degree, diploma, or certificate.

Students wishing to be granted credit through experience should contact their program coordinator. Students must submit official copies of transcripts that list all training or must submit copies of original training certificates. The program coordinator will review the documentation and submit a Prior Learning Assessment form to Academic Affairs. If all requirements are met, the prior learning will be approved by the Vice President for Academic Affairs / Designee. A grade of EXP is assigned and academic credits will be awarded. Quality points are not calculated into the GPA for EXP grades. Experiential credits most likely will not transfer to other colleges; although, transferability is always up to the receiving college. There is no fee for credits earned through experience.

Current Student Registration

Current student registration is held prior to the beginning of the next term. Online registration is available for current students by accessing Banner Web located on Southern Crescent Technical College's website. All students are encouraged to see their advisor prior to registration. Students are encouraged to meet with their advisor to discuss progress and course selection before registering online.

Class Load

A student registered for 12 or more semester hours of credit is classified by the College as a full-time student. Students may not register for more than 18 semester hours in any given semester without approval from the Vice President of Academic Affairs.

Online Learning

Southern Crescent Technical College participates with Georgia Virtual Technical Connection (GVTC) by offering courses over the Internet. Blackboard Learn (BbL) Learning Management System (LMS) is used by Southern Crescent and GVTC as the primary form of LMS. There are three types of courses offered through BbL LMS including: CA- On Campus (<=50% Online), BL-Blended (>50% to and <100% Online), OA-Asynchronous (100% Online), and OS- Synchronous (100% Online).

On Campus (CA) Courses that are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lecture, labs, internships, clinicals and other in-person instructional modalities. On campus courses are not considered online learning courses.

Blended (Banner code "BL"): Blended courses are online learning courses with the majority of the course content, activities, and interactions occurring online (>50% but <100% online) but may require students to come on campus for specific labs, assignments, activities, or events. Blended courses must detail any on-site course components in the college catalog.

Online Synchronous (Banner code "OS"): Courses taught fully online synchronously with course content, activities and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events, which must be detailed in the course catalog.

Online Asynchronous (Banner code "OA"): Courses taught fully online asynchronously with course content, activities, and interactions occurring entirely online. This delivery method does not require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Flex courses that allow students the option of coming on campus, taking the course online synchronously, or taking it online asynchronously should be coded as online

asynchronous (‘OA’) provided that the student is not required to be online or on campus at specific dates or times during the term. Online asynchronous courses may require proctored events, which must be detailed in the college catalog.

Students interested in taking online courses can find course offerings by looking at the course schedule that is released before registration begins each semester.

Security for our students using the BbL LMS is important to Southern Crescent Tech. The BbL LMS can only be accessed by students who have created an Okta account with a unique student email and password. Okta is a secure login portal that allows students access to all SCTC logins and applications in one place. This includes Email/Office 365, Blackboard, Banner Web, and more.

Each student is assigned a student email, and unique password generated from the last 6 digits of their student number, also known as a student ID.

The Student Helpdesk is available for BbL LMS, student email and Banner Web concerns. The Helpdesk is available Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 am.

Additional Helpdesk information can be found on The Southern Crescent Student Helpdesk webpage (studenthelpdesk.sctech.edu).

Southern Crescent students can take online courses from other Georgia Technical Colleges if a course is not being offered at Southern Crescent for a particular semester. To find out more about online courses offered at other Georgia Technical Colleges, talk with your advisor or visit Georgia Virtual Technical Connection’s webpage (https://gvtcapp.tcsg.edu/GVTC/General/Courses.aspx).

Southern Crescent Technical College in conjunction with The Technical College System of Georgia offers more online courses to our students through eCampus. eCampus is a platform that allows students from across Georgia to enroll in online courses offered by other Technical College System of Georgia (TCSG) colleges, providing students access to program courses that may not be available during the current term at their home college. Upon completion of an eCampus course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand career opportunities.

General Admission Requirements

Associate of Science (AS) and Associate of Applied Science (AAS) Degrees, Diplomas, and Technical Certificates of Credit (TCCs)

Unless otherwise indicated, all degree, diploma, and technical certificate programs require applicants to meet general admission requirements and must also:

1. present official, sealed documentation of an earned high school diploma or GED and all college transcript(s).

2. present acceptable ACCUPLACER, ASSET, COMPASS, ELA/GA Milestones, PACT, PSAT, SAT, or ACT scores or transfer of program level English and math from a regionally accredited college or post-secondary institution with a grade of C or better.

Through the 2024 Summer Semester, applicants with a 2.0 or higher high school grade point average are exempt from test requirements and will be granted regular admission status.

General Education Competencies

Southern Crescent Technical College gives special emphasis to the following four general education competencies. These four competencies were declared to be most critical to student success and future professional entrance into, and persistence in, any given career.

Writing Competency: Write clear, organized documents using standard written English.

Critical Thinking Competency: Use principles of critical thinking to analyze problems and to make logical decisions.

Reading Comprehension Competency: Demonstrate the ability to read, comprehend, and use information to complete tasks.

Math Competency: Demonstrate the ability to analyze a real-world problem, formulate a solution, and apply the appropriate mathematical computation to solve it.

General Education Degree Requirements

This page provides a list of General Education Degree Requirements. May vary slightly among majors.

General Education Degree Requirements

	Course	Course Title	Pre-Requisites and Co-Requisites
Area I: Language Arts/ Communication	ENGL 1101	Composition and Rhetoric	P: Reading and Writing scores
	ENGL 1102	Literature and Composition	P: ENGL 1101
	COMM 1100	Human Communication	P: Reading and Writing scores
	SPAN 1101	Introduction to Spanish Language and Culture I	Appropriate Placement Test Score
	SPCH 1101	Public Speaking	P: Reading and Writing scores
Area II: Social/Behavioral Sciences	ECON 1101	Principles of Economics	P: Reading, Writing, and Math scores
	ECON 2105	Macroeconomics	P: Reading, Writing, and Math scores
	ECON 2106	Microeconomics	P: Reading, Writing, and Math scores
	PSYC 1101	Introduction to Psychology	P: Reading and Writing scores
	PSYC	Human	P: Reading

	2103	Development	and Writing scores C: PSYC 1101
	SOCI 1101	Introduction to Sociology	P: Reading and Writing scores
	POLS 1101	American Government	P: Reading and Writing scores
	HIST 1111	World History I	P: Reading and Writing scores
	HIST 1112	World History II	P: Reading and Writing scores
	HIST 2111	U.S. History I	P: Reading and Writing scores
	HIST 2112	U.S. History II	P: Reading and Writing scores
Area III: Natural Sciences/ Mathematics	BIOL 1111	Biology I	P: Reading and Writing scores C: BIOL 1111L
	BIOL 1111L	Biology I Lab	P: Reading and Writing scores C: BIOL 1111
	CHEM 1151	Survey of Inorganic Chemistry	P: MATH 1111 C: CHEM 1151L
	CHEM 1151L	Survey of Inorganic Chemistry Lab	CHEM 1151
	CHEM 1211	Chemistry I	P: MATH 1111 C: CHEM 1211L
	CHEM 1211L	Chemistry I Lab	P: MATH 1111 C: CHEM 1211
	PHYS 1110	Conceptual Physics	P: MATH 1111 and ENGL 1101 C: PHYS 1110L
	PHYS 1110L	Conceptual Physics Lab	P: MATH 1111 and ENGL 1101 C: PHYS 1110
	MATH 1101	Mathematical Modeling	P: Math scores
	MATH 1103	Quantitative Skills and Reasoning	P: Math scores (lower score required than for 1111 or 1101)
	MATH 1111	College Algebra	P: Math scores
Area IV: Humanities/ Fine Arts	HUMN 1101	Introduction to Humanities	P: ENGL 1101
	MUSC 1101	Music Appreciation	P: ENGL 1101
	ARTS 1101	Art Appreciation	P: ENGL 1101
	ENGL 2110	World Literature	P: ENGL 1101
	ENGL	American	P: ENGL

2130	Literature	1101
THEA 1101	Theatre Appreciation	P: ENGL 1101

P = Pre-Requisites: Courses that must be completed with an A, B, or C as the final grade and/or are requirements that must be fulfilled prior to the beginning of the course.

C = Co-Requisites: Courses that may be completed during the same term.

Students may not use one general education course to fulfill two requirements for the degree. For example, if a student's program of study requires six general education courses, the student must take six different general education courses for the degree.

Learning Support

Learning support courses are designed to help students prepare to take college courses through the development and strengthening of skills within English, Math, and Reading. Each student will take courses based on his or her scores on the NEXT-GENERATION CCUPLACER test from the last five years. Each applicant whose score falls below the provisional cut scores in English, Math, and Reading is granted learning support status or referred to Adult Education. Students may take learning support courses at other institutions and transfer the learning support courses to Southern Crescent Tech; however, these students will be required to take a placement exam at SCTC to determine that the mastery level has been reached prior to enrolling in credit-bearing courses. Learning support courses will not be counted toward a student's major requirements.

The result of a student's NEXT-GENERATION ACCUPLACER test scores will determine the number of learning support courses he or she will need to complete. The ACCUPLACER test will impact a student's path to graduation. Students should study for these tests.

How to determine English and Math courses with NEXT-GENERATION ACCUPLACER Placement Scores

English and Reading	Writing	Reading Comprehension	Course/s	Action
Diploma/ TCC	200-224	200-220		Refer to Adult Education for skill building; then retest in ACCUPLACER.
Diploma/ TCC	225-235	221-223	ENGL 1010S + ENGL 0988s	Student takes Co-Requisite courses-> If either reading or writing score falls within this range, student must take both co-requisite courses in the same term with the same instructor. ENGL 0988 combines READ and ENGL.
Diploma/ TCC	236+	224+	ENGL 1010	Take ENGL 1010 only
Degree	225-248	221-235	ENGL 1101S + ENGL 0988s	Student takes Co-Requisite courses-> If either reading or writing score falls within this range,

				student must take both co-requisite courses in the same term with the same instructor. ENGL 0988 combines READ and ENGL.
Degree	249+	236+	ENGL 1101	Take ENGL 1101 only

How to determine English and Math courses with NEXT-GENERTION ACCUPLACER Placement Scores (continued)

MATH	Arithmetic	Quantitative Skills	Course/s	Course of Action
Diploma/ TCC	220-225			Refer to Adult Education for skill building; then retest in ACCUPLACER
Diploma/ TCC	226-228		MATH 1012S + MATH 0090S	Co-Requisite courses: Take both co-requisite courses in the same term with the same instructor.
Diploma/ TCC	229+		MATH 1012	Take Math 1012 only.
Degree		200-231	MATH 0098	Learning Support course taken as prerequisite to MATH 1101, 1103, and 1111
Degree		232-244	MATH 1111s/0090s	Co-Requisite courses-> take both co-requisite courses in the same term with the same instructor
Degree		245+	MATH 1101, 1103, or	Take MATH 1101,

	1111	1103, or 1111 only.

Note: Not all programs require same scores or same courses. Check requirements for specific program.

Programs that DO NOT require an Accredited High School Diploma or GED

Each of the following Technical Certificate of Credit programs allows students with or without a High School Diploma or GED to be admitted. Students must have either a high school GPA of 2.0 or greater, OR a HOPE GPA of 2.6 or higher after completion of 10th grade, OR a passing score on one of the following tests: ACCUPLACER, COMPASS, Asset, PSAT, SAT, or ACT.

- Commercial Truck Driving
- Criminal Justice Specialist
- Food Production Worker I
- Nurse Aide
- Patient Care Assistant
- Shampoo Technician

Entry Level Workforce Certificates

The following Technical Certificate of Credit programs DO require a high school diploma or GED for admission and are specifically designed to provide a pathway to employment that does not require general education core course work. Students must have either a high school GPA of 2.0 or greater, OR a HOPE GPA of 2.6 or higher after completion of 10th grade, OR a passing score on one of the following tests: ACCUPLACER, COMPASS, Asset, PSAT, SAT, or ACT.

- Automotive Collision Repair Assistant I
- Automotive Refinishing Assistant I
- Automotive Refinishing Assistant II
- Automotive Collision Mechanical / Electrical Helper
- Certified Construction Worker
- Diesel Engine Service Tech
- Diesel Electrical / Electronic Systems Tech
- Electrical Lineworker
- General Maintenance Mechanic
- Infant / Toddler Child Care Specialist
- Nail Technician

Curious about any of these programs?

Go online to Southern Crescent Technical College's website (http://www.sctech.edu) to look at program requirements, number of courses, type of courses, as well as an estimated length of the program you are interested in. If you have any more questions either contact the program coordinator or stop by the Career and Academic Planning Center.

Griffin Campus - Advisement Center (Room 107)
Monday - Thursday from 8:00 a.m. - 6:00 p.m.
Friday from 8:00 a.m. -12 p.m.

Flint River - Advisement Center (Room 250-A)
Monday - Thursday from 8:00 a.m. - 6:00 p.m.
Friday from 8:00 a.m. -12 p.m.

Henry County Center - Advisement Center (Building B)
Monday - Thursday from 8:00 a.m. - 5:30 p.m.
Friday from 8:00 a.m. -12 p.m.

Please Note: Programs may have additional requirements (example - CDL requires a valid driver's license)

Southern Crescent Technical College is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution

Tuition and Fees

Tuition and fees are assessed according to guidelines established by the Technical College System of Georgia (TCSG) and are subject to change. Some specialized certificate programs have a different fee structure. Students are advised to refer to the semester schedule that reflects the current tuition and fee scale or to contact the Business Office for further information.

Tuition and Fee Schedule

In-State Tuition and Fees

Tuition	Cost per Credit Hour
Tuition	$107
CDL Tuition NOTE: Commercial Truck Driving – CTD is a specialized certificate program with a different tuition rate and a different fee structure.	$139

Fee	Cost per Semester
Instructional Technology Fee	$110
Registration Fee	$65
Activity Fee	$43
Facility Fee	$60
Instructional Fee	$60
Student Accident Insurance Fee	$6
Health and Wellness Fee	$85
Campus Safety Fee	$45

Other Fees

Fee	Cost
Application Fee (non-refundable)	$25
Graduation Application Processing Fee**	$40
Cap and Gown Fee	$38
Malpractice Fee	$10/$40 for EMSP Students
Transcript Fee	$10
Diploma/Degree Replacement Fee	$25
Lab Fee*	$25
CPR Fee	$6.75
Central Sterile Test Fee	$138
NOCTI Test Fee	$24
Respiratory Tech Fee	$110
Surgical Tech Test Fee	$247
Diploma Cover	$13
CDL Fuel Surcharge Fee	$225
CDL Drug Screening Fee	$121

*Applies to programs with a lab component.

**Students participating in the ceremony will incur a separate graduation regalia fee of $38.00. This fee is paid directly to the Balfour Representative.

Out-of-State Tuition

Out-of-state tuition is twice that of in-state tuition. All fees, other than tuition, remain the same.

*Fees are subject to change without notice.

International Student Tuition

International students will be charged tuition at a rate of four times that of in-state tuition. All fees, other than tuition, remain the same.

*Fees are subject to change without notice.

Fee Categories

Fees are categorized as application fees and any other applicable fees. Tuition is assessed according to policies for post-secondary vocational education as set by the Board of the Technical College System of Georgia.

Tuition and fees may be paid by cash, *check, credit card, or financial aid authorization. Checks should be made payable to Southern Crescent Technical College. It is unlawful to issue a bad check. Any student who issues a check that is returned for insufficient funds or for other reasons will be notified by mail to bring cash to cover the amount of the check and a $30.00 returned check fee. If legal action becomes necessary, the student will be responsible for all costs associated with such action.

*Checks must be payable for the exact amount due. Two party checks will not be accepted. Post-dated checks will not be accepted.

Miscellaneous Program Expenses

Tools are needed by students in some programs and are also valuable upon employment. The tools required by these programs may not constitute a complete set, but will certainly be adequate to prepare the student to begin employment. Purchase of tools is the student's responsibility. Uniforms, lab coats, and other supplies may be required in some program areas. The expense of these items is the student's responsibility. Estimated additional costs other than tuition, fees, and textbooks are listed in each program description.

Senior Citizens

Residents of Georgia who are sixty-two (62) years of age or older and who are otherwise qualified may attend technical colleges, for credit courses only, without payment of tuition on a space available basis. Students utilizing the Senior Citizen exemption are responsible for paying application fees and other applicable fees.

Nelnet Student Payment Plan Option

Southern Crescent now offers students a payment plan option through Nelnet Business Solutions for a small non-refundable enrollment fee of $30, $35, or $40 each semester. A minimum down payment is also required with the remaining balance to be paid in 2, 3, or 4 monthly installments on the 20th of each month until the balance is paid in full. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. Students must sign up for the Nelnet payment plan PRIOR to the payment deadline each semester. All down payments and enrollment fees are processed **immediately** through (1) Automatic bank payment (ACH) or (2) Credit Card. Students will be charged a $30.00 returned payment fee if a payment made to Nelnet is returned.

More information on the SCTC Nelnet payment plan can be found at: http://www.mycollegepaymentplan.com/sctc or you can log onto our website at: www.sctech.edu /Click on our website at: www.sctech.edu /Click on My SCTC/BUSINESS OFFICE/Nelnet Student Payment Plan, then select www.MyCollegePaymentPlan.com/sctc at the bottom of the page.

Refund Policy

- Students withdrawing from a course by the end of the third instructional day of the semester or no shows shall receive 100% refund of applicable tuition and refundable fees. Excluding the application fee. *** NOTE: Students withdrawing from a 16 week class have until the seventh instructional day to receive a 100% refund.**

- Students who withdraw from a course after the third instructional day of the semester shall receive no refund and will be responsible for all tuition and fees. ****NOTE: Students who withdraw from a 16 week class will not receive a refund after the seventh instructional day.**

- Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving the Federal Pell Grant, Federal Student Loans, or Federal Supplemental Educational Opportunity Grant (SEOG) will have awards adjusted in compliance with the Return to Title IV process outlined in the Federal Student Aid Handbook. ***NOTE: No refund after the seventh instructional day for 16-week classes**.

- Refunds for Business or Industry or Continuing Ed courses will be made only when a request for a refund is submitted in writing before the first day of class accompanied by the original receipt.

- A student does not have to request a refund. All SCTC refunds are processed through the college's third-party servicer, BankMobile. All students **must** go to the BankMobile website and select how they want to receive their student refund. Once the student has made a refund selection, their refund selection will stay ACTIVE with BankMobile until the student goes back out to the BankMobile website and changes it.

- Classes canceled by Southern Crescent Technical College will be refunded 100%. Application and insurance fees are non-refundable.

Refund Options

Southern Crescent has partnered with BankMobile to deliver your student refund. BankMobile is committed to delivering great customer service and providing you with clear choices – as well as quick, easy, and secure access to your money. Your refund options are: (1) Electronic deposit to another bank Account (an existing personal account), or (2) Electronic deposit to a BankMobile Vibe checking account (new checking account with BankMobile).

Once you select electronic deposit method, BankMobile will release your refund within 24 hours after they receive the funds from Southern Crescent.

Insurance

Student accident insurance is required of all students for a nominal fee and is payable on a semester basis. Questions regarding claims should be directed to the Business Office.

Malpractice insurance is required of students in Allied Health, Early Childhood Education, and Cosmetology in order to participate in clinical training. This insurance is payable prior to the beginning of the clinical training portion of the program and is based upon rates supplied to Southern Crescent Technical College by the carrier.

Textbook Expenses

Textbooks can be purchased from the Southern Crescent Technical College Bookstore. Textbooks may be purchased with cash, check, credit card, and Apple/Samsung/Google Pay. Financial Aid is available to use for purchasing textbooks and supplies during certain time periods each semester.

Transcripts

Southern Crescent Technical College has retained **Parchment** to accept transcript orders **online.** You can order your transcript by visiting https://www.sctech.edu/registrar/transcripts/. A $10.00 fee will be charged for each copy. A credit card or debit card may be used for payment. If you no longer have access to your BannerWeb account, you may contact the registrar's office at registrar@sctech.edu to gain access to your account.

Transcripts may be ordered online, and students can request to pick them up in person at the Griffin or Thomaston Campus. A photo ID is required upon pick up. Transcript requests will no longer be accepted via mail, fax or email. Transcripts cannot be issued to a student whose record indicates a financial obligation to the college.

Cost of Attendance (COA)

The cost of attendance (COA) is the estimated amount it will cost you to go to college each year. The cost of attendance (COA) is determined by the institution and includes allowances for tuition and fees, books and supplies, living expenses, transportation, and personal expenses.

The COA components and budget amounts are assessed annually by the Director of Financial Aid so that the costs of receiving a higher education are accurately and realistically represented to students.

While actual expenses will depend on your lifestyle and level of enrollment, the estimated costs listed on this page should assist you in planning your own budget.

COA is calculated each term to reflect a student's level of enrollment and dependency status. Prior to enrollment, Full-Time status (12 credit hours per semester) for tuition and fees is assumed.

Following enrollment, the tuition and fees charged on the student's account are calculated for the student's budget.

COA for Full-Time, Full year Enrollment

Twelve Month Budget	In-State Resident		Out-of-State Resident	
	Independent Full-time	Dependent Full-time	Independent Full-time	Dependent Full-time
Tuition and Fees	$4,764	$4,764	$8,364	$8,364
Books and Supplies	$2,019	$2,019	$2,019	$2,019
Living Expenses	$17,676	$9,954	$17,676	$9,954
Transportation	$3,840	$3,840	$3,840	$3,840
Personal Expenses	$4,248	$4,248	$4,248	$4,248
TOTAL	**$30,547**	**$24,825**	**$42,038**	**$28,425**

COA for students enrolled in Two Terms

Nine Month Budget	In-State Resident		Out-of-State Resident	
	Independent Full-time	Dependent Full-time	Independent Full-time	Dependent Full-time
Tuition and Fees	$3,176	$3,176	$5,576	$5,576
Books and Supplies	$1,346	$1,346	$1,346	$1,346
Living Expenses	$11,784	$10,778	$11,784	$10,778
Transportation	$2,880	$2,880	$2,880	$2,880
Personal Expenses	$3,186	$3,186	$3,186	$3,186
TOTAL	**$22,363**	**$21,366**	**$30,644**	**$23,766**

COA for students enrolled in One Term

Nine Month Budget	In-State Resident		Out-of-State Resident	
	Independent Full-time	Dependent Full-time	Independent Full-time	Dependent Full-time
Tuition and Fees	$1,588	$1,588	$2,788	$2,788
Books and Supplies	$673	$673	$673	$673
Living Expenses	$5,892	$3,593	$5,892	$3,593
Transportation	$960	$960	$960	$960
Personal Expenses	$1,062	$1062	$1,062	$1,062
TOTAL	**$10,175**	**$7,876**	**$11,375**	**$9,076**

COA for students enrolled less-than-half-time does not include Living Expenses or personal expenses

Less Than Half-Timethree term Budget	In-State Resident		Out-of-State Resident	
	Independent Full-time	Dependent Full-time	Independent Full-time	Dependent Full-time
Tuition and Fees	$1,588	$1,588	$2,788	$2,788
Books and Supplies	$670	$670	$670	$670
Transportation	$2,880	$2,880	$2,880	$2,880
TOTAL	**$5,138**	**$5,138**	**$6,338**	**$6,338**

Less than half time student COA budgets do not include housing and personal expenses.

The above COA amounts were calculated from the SCTC 2022 Tuition and Feechart,2022National Standards,2023 USDA Food Plans: Cost of Food Reports forthe month of March (liberal plan), FY2023ERAPMAXIMUM FMRS FOR ATLANTASANDY SPRINGS–ROSWELL,GAHUDMETRO FMRAREA,AND LOCAL STANDARDS:TRANSPORTATION FOR

METRO ATLANTA

Financial Aid and Veteran Services

Financial Aid and Veteran Services

1. SCTC offers various sources of financial aid for its students. These could include scholarships, federal and state grants, loans, work-study, and veteran education programs.
2. Contact Information: Students can reach out to the Financial Aid Office at one of our campuses for assistance:
   - Griffin Campus: (770) 228-7368
   - Flint River Campus: (706) 646-6386
   - Henry Campus: (770) 228-7323
   - finaid@sctech.edu
3. Contact information for SCTC Veterans School Certifying Office:
   - 770-229-3095
   - va@sctech.edu
4. Students are encouraged to contact the Financial Aid Office for information or assistance with financial aid matters.
5. Special Admit Students are not eligible for financial aid at SCTC.

NOTE: Not all TCC programs qualify for Federal Pell and Federal Direct Loans.

Financial Aid

Types of Financial Aid

Important Financial Aid Policies and Procedures

Net Price Calculator

Financial Aid Forms

Check Financial Aid Status

Refunds and Disbursements

Frequently Asked Questions

Terms and conditions of receiving Financial Aid

1. **Acceptance of Financial Aid**: By accepting financial aid at SCTC, students are given the college permission to utilize their financial aid to cover all applicable expenses, including tuition, fees, and other costs outlined in the financial aid package.
2. **Responsibility for Payment**: In the event the financial aid source fails to provide sufficient funds or if the student is deemed ineligible for financial aid, the responsibility for paying all outstanding tuition, fees, and other expenses falls on the student.
3. **Declining Financial Aid**: If a student wishes to decline their financial aid offer or disagrees with the above statement, they formally decline the financial aid offer in writing.
4. **Award Amount**:
   a. **Federal Pell**- The amount a student receives is determined by the federal processors. All Pell awards are based on Full-time enrollment. For Pell Grant purposes full-time enrollment is based on 12 semester hours for a degree or diploma program, including the summer term. Students not enrolled for 12 hours will have their Pell awards adjusted based on the number of credit hours enrolled if a student enrolls for less than 12 credit hours.

   b. **Hope Funds**- The amount a student receives is determined by the Georgia Student Finance Commission. All Hope awards are based on 15 enrollment hours. Students not enrolled for 15 hours will have their Hope awards adjusted based on the number of credit hours enrolled if a student enrolls for less than 15 credit hours.

   c. **CDL Students-** Eligible Hope students will receive a one-time award
      - $900 Hope Grant and $1,100 Hope Career Grant ***or***
      - $1,188 Zell Miller Grant and $1,100 Hope Career Grant

Applying for Financial Aid

1. **FAFSA Requirement**: Students must complete the Free Application for Federal Student Aid (FAFSA) www.studentaid.gov at least four weeks before the registration date to be considered for financial aid,

including HOPE Grant/Scholarship.

2. **Student Aid Report (SAR)**: Once the FAFSA is submitted, a Student Aid Report (SAR) is generated and sent directly to the student from the Federal Processing Center. An electronic version of the SAR is also sent to SCTC's financial aid office if the college's school code (005621) is entered on the FAFSA.

3. **HOPE Scholarship Evaluation Request**: For HOPE Scholarship eligibility (for degree programs only), students must submit a completed to the Financial Aid Office.

4. **Additional Resources**: Students are directed to visit www.GAfutures.org for more information on state-funded programs.

5. **Reporting Assistance**: Students must report all types and sources of assistance received to the Office of Financial Aid.

6. **Priority Deadlines**: SCTC has priority deadlines for FAFSA submission:

   - Fall Semester: July 1
   - Spring Semester: November 1
   - Summer Semester: April 1

7. **Verification Process**: If selected for verification by the U.S. Department of Education, students will be required to submit additional information to the SCTC Financial Aid Office. An example of these are an IRS transcript of their federal tax return and a Verification Worksheet to receive Federal Funds. Students will be required to set up an account through the Financial Aid Service Service Portal:

   - This is a one-time account creation. You MUST be accepted as a SCTC student AND have a valid FAFSA on file to create an account. You'll be asked for some basic information when creating your account. This information is used to validate your identity so that an electronic signature can be used on future forms.

Four Easy Steps:

- Go to **https://sctech.studentforms.com**
- Click the 'Create Account' link
- Enter/confirm your student information
- Click the 'Create Account' button
- Once your account is created, any required tasks you need to complete will become available.

Federal Aid

Pell Grant

1. **Eligibility Criteria**: Federal Pell Grants are awarded to students who have not earned a four-year degree and are enrolled in a diploma or degree program of study. Most technical certificate of completion (TCC) programs are eligible for the Pell Grant.

2. **Estimated Family Contribution (EFC**): The EFC will be used for the 2023-2024 aid year to determine student's Pell eligibility. The EFC is a measure of how much students and their family can be expected to contribute to the cost of the student's education for a given award year. It impacts a student's eligibility for certain types of federal student aid. The EFC is calculated according to a formula specified in the law and explained in detail in this chapter.

3. **Student Aid Index (SAI):** Beginning with the 2024-2025 FAFSA. the Student Aid Index (SAI) is an eligibility index number that colleges' financial aid office uses to determine how much federal Pell students can receive to attend college.

   This number results from the financial information students and their contributor(s) provide on their FAFSA® form.

   This number is not a dollar amount of aid eligibility or what the student's family is expected to provide. A negative SAI indicates the student has a higher financial need. Learn how the SAI is calculated. The college will determine students' financial needs by subtracting their SAI from the cost of attendance. Learn more about how financial aid is calculated.

   If the student's FAFSA form is complete and fully processed, their estimated federal student aid and SAI will display under the "Eligibility Overview" tab of their online FAFSA Submission Summary. Before completing the FAFSA form, use the *Federal Student Aid Estimator* to estimate their SAI.

4. **Award Amount**: The amount a student receives is determined by the federal processors. Full-time enrollment for Pell Grant purposes is based on 12 semester hours for a degree or diploma program,

including the summer term. Pell awards are adjusted based on credit hours if a student enrolls for less than 12 credit hours.

5. **Application Process**: Students must complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for Pell Grants. The results of the FAFSA application typically take about two weeks to be received.

6. **Payment of Fees**: Students should be prepared to pay their first semester fees if they do not allow sufficient time for the necessary processing of their FAFSA application.

7. **Award Duration**: Pell awards are valid through the summer term of each aid year. Students must reapply for Pell Grants each aid year by completing a new FAFSA.

Learning support, provisional, continuing education, transient, and special admit students are not eligible for federal financial aid benefits.

Note:

- Not all Technical Certificate of Credit (TCC) programs qualify for Federal Pell Grant funding. SCTC Programs Eligible for Federal Aid.

- Students with a Baccalaureate Degree cannot receive Federal Pell and Hope Grant funding.

Federal Pell Grant Recalculation Policy

1. **Projected Full-Time Enrollment:** SCTC awards Pell Grants based on a projected full-time enrollment status. This means that the grant amounts are initially determined assuming the student will be enrolled full-time.

2. **Proration Based on Enrollment Level:** Pell Grant amounts are then prorated based on the actual enrollment level of the student during each term. If a student enrolls for less than the projected full-time status, the Pell Grant amount will be adjusted accordingly.

3. **Utilization of Census Date:** The college uses the student's latest census date for all classes when disbursing federal Pell Grants each semester. Pell awards are issued based on the enrollment level calculated at that time.

4. **Relevant Link for More Information:** Students seeking more information about Federal Pell Grants can visit the provided link: https://studentaid.ed.gov/sa/types/grants-scholarships/pell.

Financial Aid Repeated Course Policy

1. **Limit on Repeating Passed Courses**: Federal regulations allow students to receive financial aid to repeat a previously passed course (earned grade of D or higher) only one additional time. This applies even if the course was passed at another institution.

2. **Definition of "Passed" Course**: A "passed" course, according to federal regulations, means any grade higher than an "F," regardless of any school or program policy requiring a higher grade for course completion.

3. **Financial Aid Eligibility for Retaking Failed Courses**: Students may receive federal financial aid for retaking a course they failed, irrespective of the number of times the course was attempted and failed.

4. **Exclusion of Courses with "W" Grades**: Courses in which a student received a "W" grade (withdrawal) are not considered when determining if a course is being repeated for financial aid purposes.

5. **Limit on Aid Eligibility for Repeated Courses**: Once a student has completed a course twice with a passing grade, they are no longer eligible to receive financial aid for that course.

6. **Recalculation of Aid for Non-Eligible Courses**: If a student decides to retake a course that is not aid-eligible, a recalculation of aid will be done to exclude the credits for that course. This applies regardless of whether the student received aid for earlier enrollments in the course.

7. **Impact on Satisfactory Academic Progress (SAP)**: All repeated courses, along with the original attempt, must be counted as attempted credit hours. This is to ensure compliance with the financial aid Satisfactory Academic Progress Policy.

8. **Distinction from Academic Affairs Repeating Courses Policy**: It's noted that the repeat course policy for financial aid differs from the Academic Affairs Repeating Courses Policy, emphasizing the distinction between financial aid regulations and academic policies.

Gainful Employment

For more information on Gainful Employment, visit https://collegescorecard.ed.gov/

Pell Lifetime Eligibility Used (LEU)

The LEU is the sum of the percentages of your Federal Pell Grant scheduled awards that you received for each award year. The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding.

Not all Technical Certificate of Credit (TCC) programs qualify for Direct Loans. SCTC Programs Eligible for Federal Aid

Unusual Enrollment History

An Unusual Enrollment History flag occurs when you receive Federal Aid funding from multiple institutions. The Department of Education will review Federal Aid disbursement information for the past four award years for all FAFSA filers. They will assign a "UEH flag" of N, 2, or 3 to your FAFSA.

Flags "2" and "3" require SCTC to review the student's enrollment history and determine whether the student is enrolling only long enough to receive cash refunds of federal student aid. Students will be required to provide copies of academic records from previous colleges. Based on the data, students may be required to submit a UEH appeal.

To help students achieve academic success before exhausting federal financial aid limits, students should seek academic advising when planning their course schedules and throughout their college experience. When facing academic difficulties, students are encouraged to seek tutoring and other support services through their advisor.

Federal Student Loans

SCTC does not auto-award loans. Students interested in applying for and receiving federal loans will need to complete a loan request form and provide a current copy of their Master Promissory Note (MPN) and proof they completed entrance counseling. The college does encourage students to borrow conservatively and only request enough funding to cover the cost of tuition and fees. Additional loan information students should be aware of before borrowing:

1. **Loan Disbursement**: Students cannot receive their full loan amount for the aid year in one term. One-term Loans will be disbursed in two payments after enrollment verification by the Registrar's Office.
2. **Loan Repayment**: Acknowledgment that the loan must be repaid to the U.S. Department of Education.
3. **Use of Loan Funds**: Money is designated for educational expenses only, and authorization is given to deduct direct costs from the loan.
4. **Enrollment and Academic Progress**: Must be enrolled at least half-time in an eligible program, taking courses within the major, and maintaining Satisfactory Academic Progress (SAP).
5. **Adjustments to Loans**: Any adjustments to loans after submission must be made in writing.
6. **Repayment Start**: Repayment begins six months after graduation or when no longer enrolled half-time, and Exit Counseling must be completed upon leaving the college.
7. **Loan Cancellation**: Understanding the ability to cancel the loan before disbursement or within 14 days after disbursement notification.
8. **Consequences of Default**: Awareness of the consequences of loan default, including ineligibility for future federal aid, negative impact on credit rating, potential tax refund interception, wage garnishment, and accrual of collection fees and interest. Encouragement to explore repayment options, deferment, and forbearance before defaulting.
9. **Completion of Master Promissory Note (MPN)**: The student is required to submit a copy of their MPN for Southern Crescent Technical College at www.studentloans.gov before receiving federal direct loans.
10. **Completion of Entrance Counseling**: The student will be required to Entrance Counseling Session for Southern Crescent Technical College at www.studentloans.gov before receiving federal direct loans.

Visit the **SCTC's Consumer Disclosure** page for the loan request form for additional information.

Federal Work-Study Program (FWS)

The Federal Work-Study Program (FWS) offers post-secondary education students an opportunity to earn funds to support their education expenses. FWS assists students in earning monetary awards to contribute towards their

post-secondary education costs. Participation in the program is contingent upon financial need, and students must be accepted into the program to qualify. The FWS program promotes engagement in community service work and encourages students to seek employment related to their course of study.

Eligibility Requirements:

1. Completion and submission of the Free Application for Federal Student Aid (FAFSA).
2. Demonstrated financial need, as determined by the Federal Processor.
3. Enrollment in at least 6 semester hours of coursework.

State Programs

Here's an overview of the state programs available to students, including the Zell Miller Grant, Zell Miller Scholarship, HOPE Grant, and HOPE Career Grant:

1. **Zell Miller Grant**:
    - This state-funded award covers 100% of tuition costs for eligible students.
    - Eligibility requires Georgia residency and no default on federal student loans or refund owed on federal grants.
    - Students must maintain a 3.5 GPA at the end of each term.
    - Both diploma and certificate-seeking students at Southeastern Tech are eligible.
    - Further details are available at www.gafutures.org
2. **Zell Miller Scholarship**:
    - Eligible for students who graduated high school with a GPA of 3.7 or higher on a 4.0 scale, along with an SAT score of 1200 or an ACT score of 26 on a single administered test.
    - Valedictorians or Salutatorians are automatically eligible, regardless of GPA/SAT/ACT.
    - Current students must meet GPA/SAT/ACT requirements from high school and maintain at least a 3.3 GPA at certain checkpoints during their college coursework.
    - Additional information can be found at www.gafutures.org
3. **HOPE Grant**:
    - Funded by the Georgia lottery, this grant covers a portion of tuition for diploma and certificate-seeking students.
    - Students must meet high school graduation requirements for technical colleges and be Georgia residents for at least twelve consecutive months.
    - No default on student loans is allowed.
    - For more details, visit www.gafutures.org
4. **HOPE Career Grant** (formerly SIWDG):
    - Students enrolled in selected programs and receiving a HOPE Grant award for a term are eligible for the HOPE Career Grant award.
    - High school students participating in Dual or Joint Credit Enrollment are ineligible.
    - The grant amount is fixed per term based on the student's program of study and enrollment hours.

These programs provide financial support to Georgia residents pursuing higher education, covering various tuition costs and offering opportunities for career-focused education. More information and specific eligibility criteria can be found at www.gafutures.org

1. **CDL Students-** Eligible Hope students will receive a one-time award
    - $900 Hope Grant and $1,100 Hope Career Grant ***or***
    - $1,188 Zell Miller Grant and $1,100 Hope Career Grant

These award amounts are specific to each program of study and the number of enrolled hours, providing financial support to students pursuing various technical education programs in Georgia.

A student receiving a HOPE Career Grant award for Commercial Truck Driving is only eligible to receive the award for one term.

Cost of Attendance 2023-2024 Aid Year

The Cost of Attendance (COA) is a critical component in understanding the financial implications of attending

college. It encompasses various expenses that students may incur during their academic year. Here's a breakdown of the components typically included in the COA:

1. **Tuition and Fees**: This covers the cost of instruction and other mandatory fees charged by the institution. It varies depending on factors like residency status, program of study, and institution type.
2. **Books and Supplies**: This includes the cost of required textbooks, lab materials, and other educational supplies necessary for coursework.
3. **Living Expenses**: These expenses encompass the cost of housing (whether on-campus or off-campus), utilities, and other basic necessities like groceries.
4. **Transportation**: This includes the cost of commuting to and from campus, whether by public transportation, car, or other means.
5. **Personal Expenses**: These are additional miscellaneous expenses that students may incur, such as clothing, toiletries, entertainment, and other personal items.

It's important to note that while the COA provides a comprehensive estimate, actual expenses may vary based on individual circumstances and lifestyle choices. The COA is typically assessed annually by the institution's financial aid office to ensure that it accurately reflects the current cost landscape for students.

Furthermore, the COA may be adjusted based on a student's enrollment status (full-time, part-time) and dependency status. For instance, full-time enrollment (usually defined as 12 credit hours per semester) is often assumed when calculating tuition and fees for the COA.

After enrollment, the actual tuition and fees charged to the student's account are factored into their budget, ensuring that their financial aid package aligns with their real costs.

Overall, the COA serves as a valuable tool for students to plan their budgets and understand the financial commitment associated with pursuing higher education.

The COA data does not reflect actual costs and are not considered financial aid amounts to be awarded.

How Dropping or Withdrawing Affects Your Financial Aid

How Enrollment Changes Affect Your Aid

- **If you drop or withdraw from classes**, you may jeopardize your eligibility for Financial aid (including loans).
- **If your enrollment drops below half-time (below 6 hours)**, your financial aid awards may be adjusted, and the grace period repayment of loans will begin.
- **If you withdraw from your last active class and didn't complete 60 percent of the semester**, you may have to repay financial aid according to the Withdrawal and Return of Title IV Funds Policy.
- **If you do not pass at least one class each semester with letter grades (A, B, C, D) ,** you may have to repay some of your financial aid back to the college. Visit SCTC's Withdrawal and Return to Title IV Funds Policy.

What is the 60 percent completion Rule financial aid?

- If you leave school before 60% of **the academic term is over, you lose eligibility for all Federal student aid programs**. You will be required to repay a pro-rated share of the aid you have received for the term. Loans are repaid in accordance with the terms of the promissory note.

How much is 60 percent of a semester?

- Each term or semester has a start date and an end date. The 60% point of the term is the date at which 60% of **the semester has been completed**.

What is the 60% Point of the Term & What Does it Mean for You?

- Have you ever heard of someone reference the 60% point of the term? It's not as complicated as you might think, but it could impact you!
- The 60% point of the term is exactly what it sounds like. Each term or semester has a start date and an end date. The 60% point of the term is the date at which 60% of the semester has been completed.

So why does this matter and what does it mean for you?

- Students who completely withdraw from the college before academic semester is over will have their aid adjusted up through the 60% point of the term. This

means that some financial aid funds may have to be returned to federal and state governments when a student withdraws before the 60%-point date. This process is called Return of Title IV and is required by law.

- Aid is disbursed at the beginning of the semester with the expectation that the student will successfully complete the enrollment term and thereby earn the aid that was disbursed. If the student withdraws or stops attending their courses before the 60% point, the Office of Financial Aid must determine how long the student attended and how much of the aid was earned. Unearned aid must be returned to the aid programs. A formula established by the federal government is used to calculate this amount. Faculty are required to record the last date of attendance for each student, so that this calculation can be made.
- In most cases this will result in a balance owed to the College. After funds are returned, any balance on the student's account will need to be paid by the student to SCTC's Business Office.

How to Calculate the 60% point for your term?

There are 114 days in the spring 2022 term. Divide the number of days in the term by the number of days you attend classes:

114 Days in the term Divided by the Number of days you attended class in the term

114 days/69 days attended class = 60%

Keep this in mind when making the decision to withdraw. Withdrawing after the 60% point will not impact aid.

The Impact of dropping and withdrawing based on Types of Aid and Enrollment

Federal student financial aid is awarded under the assumption you will be enrolled at least Full-time for the semester. Any time you reduce your enrollment after class has begun, SCTC's Financial Aid Office must review your record and recalculate your aid. Federal (Title IV) aid includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

Student's receiving federal Loans, must remain enrolled in at least half-time (6 hours) to remain eligible for student loans. Per federal regulations, students who drop or are no showed in their classes, will have their student loans cancelled.

- Subsidized Direct Stafford Loans
- Unsubsidized Direct Stafford Loans

Enrollment reductions can also affect your Satisfactory Academic Progress, which ultimately affects your aid eligibility. Learn more about Satisfactory Academic Progress Policy.

Six Tips to Manage Your Financial Aid

1. **Plan:** Minimize your financial risk by selecting classes carefully, balancing most difficult classes against your other courses and family and work demands.
2. **Understand the Rules for Your Award:** Federal Financial aid is awarded with expectation that you complete your classes. When you do not complete your courses you attempt each semester, you risk having your aid reduced or canceled.
3. **Know the Consequences:** Be sure that you understand what will happen if you withdraw or fail to complete your classes. A financial aid advisor can help determine your financial liability.
4. **Consider Your Options Before You Drop or Withdraw:** Make sure you have explored all options for assistance.
5. **Don't Ignore Your Account Balance:** If you do not act, if your balance is not paid, you will be prevented from registering, seeing your grades, or receiving an official copy of your transcript.

Veteran Student Information

Veterans Assistance

Veterans' assistance is available to qualified veterans and dependents of disabled or deceased veterans. Applicants needing information about VA Education assistance may contact the Southern Crescent Technical College VA Certifying Official at (770) 229-3095, Building 100, Office 111, Griffin Campus or the Veterans Administration at 1-888-GIBILL (1-888-442-4551).

Recruitment and Enrollment Policy

Scope and Purpose

Southern Crescent Technical College (SCTC) strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the college promote such an environment. SCTC adopts this policy to ensure compliance with federal laws and regulations. All SCTC divisions, departments, schools, officials, faculty, and staff are subject to and must comply with this policy. Federal law, regulations, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) prohibit SCTC from providing incentive compensation to employees and third parties based, in any part, on their success in securing student enrollments or awarding Title IV, HEA program funds.

Definitions

A "commission, bonus, or other incentive payment" means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

1. "Securing enrollments or the award of financial aid" means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

These activities include contact in any form with a prospective student, such as, but not limited to - contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on: (1) any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or (2) the number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

1. "Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid" means: (1) with respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards Title IV, HEA program funds; and (2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards Title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding Title IV, HEA program funds.

2. "Enrollment" means the admission or matriculation of a student into an eligible institution.

3. An "inducement" means any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item have a monetary value or more than a de minimis amount to any individual, entity, or its agents including third party lead generators or marketing forms.

Responsibilities

In accordance with federal laws, regulations, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU),

SCTC prohibits the payment of any commission, bonus, inducement, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or awarding financial aid to any persons or entities, engaged in any student recruiting, admission activities, decision-making regarding the award of Title IV, HEA program funds. This prohibition shall apply to SCTC itself as well as any third party contractors.

SCTC employees and third-party contractors shall refrain from using high-pressure recruitment tactics intended specifically to secure military enrollment, such as making multiple (three or more) unsolicited contacts by phone, email, or in-person. SCTC shall also refrain from engaging in same-day recruitment tactics and registration for the purpose of specifically securing military enrollments.

Veterans Affairs Educational Benefits, Tuition and Fees

Title 38 United States Code Section 3679(e) School Compliance Policy

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Southern Crescent Technical College (SCTC) complies with the requirements as outlined below:

Note: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

SCTC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to SCTC Veteran Center a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, or a Statement of Benefits from the VA website e-benefits, or a VAF 28-1905 form for chapter 31 and ending on the earlier of the following dates:

The date on which payment from VA is made to SCTC.

90 days after the date SCTC certified tuition and fees following receipt of the certificate of eligibility.

SCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to SCTC due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows SCTC to require chapter 31 and chapter 33 students to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.

2. Submit a written request (Certification Request Form) to use entitlement.

3. Provide additional information necessary to SCTC for the proper certification of enrollment.

4. Make payment for a difference between the amount of the student's financial obligation and the amount of the VA education benefits disbursement.

SCTC will hold a student responsible for any portion of tuition and other fees not covered by the VA by the published fee payment deadline. A
late fee may be assessed for account balances not covered by the VA education benefit disbursement. Students may contact the SCTC Business Office to discuss available payment options if needed.

If students do not turn in a COE, or Statement of Benefits, and/or CRF by the first day of class, a late fee may be assessed.
VA payment reversals are due within 5 business days. Balances over $300 are subject to late fee assessment.

VA Chapter 30 and 35 students will follow standard student guidelines for payment or payment arrangements by the fee payment deadline.
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

VA Isakson and Roe Section 1018 (Shopping Sheet/College Financing Plan)

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, requires educational institutions to make certain disclosures to students using federal military and/or VA education benefits. To ensure compliance with the law, we have developed the Shopping

Sheet Information for Student Veterans/Veteran's Dependents.

Cost of Attendance (Estimated Cost of Courses Including Tuition, Fees, Books, Supplies, Living and Other Additional

Costs)

Southern Crescent Technical College Tuition and Fees and Cost of Attendance Information

Please note that your final cost depends on you receiving VA benefits to cover for tuition and fees, books/supplies, and housing allowance; any aid to cover for the cost; taking extra courses such as prerequisites; retaking a failed course; changing your program of study which requires more or less credits, change in cost of living; a change in tuition/fees as approved by State Legislature, etc.

Amounts Covered by VA Benefits

VA GI Bill Comparison tool

VA Payment Rates

Monthly Housing Allowance & Monthly Stipend Based on Benefit and Enrollment Pursuit Rate

Book stipend

Chapter 30 Montgomery GI Bill* (Active Duty) N/A

Chapter 31 Veteran Readiness and Employment Full cost

Chapter 33 Post-9/11 GI Bill* $1,000 per year

Chapter 35 Dependents Educational Assistance N/A

Chapter 1606 Montgomery GI Bill* (selected reserve) N/A

Types of Federal Financial Aid Offered by The Institution, That the Student May Be Qualified to Receive

Financial Aid options are available on the Southern Crescent Technical College Financial Aid website

Estimated Student Loan Debt, College Scorecard and Graduation Rates

Students interested in borrowing student loans at Southern Crescent Technical College can find loan on the financial aid disclosure page.

Southern Crescent Technical College's current cohort default rate is 5.3%. Additional default information can be found on the Department of Education's cohort default data page Southern Crescent Technical College - College Scorecard with student loan information & graduation rates and additional information is available on the US Department of Education College Scorecard website

Job Placement Rate

Southern Crescent Technical College's Job Placement Rates

Southern Crescent Technical College School Policy on Accepting Transfer Credit and Military Credit

Transfer Credit

Military Credit information

Additional Information

In-state Tuition – Students actively using Montgomery GI Bill®–Active Duty program (Chapter 30), the Veterans

Readiness and Employment program (formerly called Vocational Rehabilitation and Employment) (Chapter 31), the Post-9/11 GI Bill® program (Chapter 33) and Dependents Educational Assistance. To learn more about residency information for Military students and their families, visit TCSG Residency Information

VA Monthly Enrollment Verification – Information is available on benefits.va.gov

Certification of Enrollment to the VA - Certification for VA Education Benefits each semester is not automatic. Students who wish to receive the benefit must complete the paperwork with the SCO and must submit the Enrollment Certification Request each semester .

SCTC School Certifying Officials Contact Information

Ms.Kennisha Carter

Veterans Services, Office 100 building

Griffin Campus

P: (770) 229-3095

E: VA@sctech.edu

Ms. Melody Pirone

Director of Financial Aid and Veteran Services

Dundee Technology Building

Financial Aid Office

Griffin/Henry Campus

Financial Aid Office, Room 121

P: 770-228-7368

E: melodie.pirone@sctech.edu

Return of Unearned Military Tuition Assistance (TA) to Department of Defense (DOD)

Policy Statement

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, Southern Crescent Technical College (SCTC) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In instances when a service member stops attending due to a military service obligation, SCTC will work with the affected service member to identify solutions that will not result in student debt for the returned portion in compliance with the DOD policy.

Rational or Purpose

This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the College must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

Scope

This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Marines, Air Force and Coast Guard.

Definitions

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each branch of service the ability to pay up to 100% for the tuition expenses of its member. Each branch of service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual branch of service. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

Procedures

To remain in compliance with the Department of Defense's policy, SCTC will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

Below is the schedule for returning unearned TA (*bold type identifies the 60% complete point*):

5-Week Course: Withdrawal Submitted

Day 1-7	100% return
Day 8	77% return
Day 9	74% return
Day 10	71% return
Day 11	69% return
Day 12	66% return
Day 13	63% return
Day 14	60% return
Day 15	57% return
Day 16	54% return
Day 17	51% return
Day 18	49% return
Day 19	46% return
Day 20	43% return
Day 21	40% return (60% of course is completed)
Day 22	**No Funds will be returned**

**Note: The educational institution's week of instruction is counted as 7 days*

8-Week Course: Withdrawal Submitted

Before or During Week 1	100% return
During Week 2	75% return
During Weeks 3-4	50% return
During Week 5	40% return (60% of course is completed)
During Weeks 6-8	**No Funds will be returned**

10-Week Course: Withdrawal Submitted

Before or During Weeks 1- 2	100% return
During Weeks 3-4	75% return
During Weeks 5-6	50% return
During Weeks 7-8	40% return (60% of course is completed)
During Weeks 9-10	**No Funds will be returned**

16-Week Course: Withdrawal Submitted

Before or During Weeks 1- 2	100% return
During Weeks 3-4	75% return
During Weeks 5-8	50% return
During Weeks 9-10	40% return (60% of course is completed)
During Weeks 11-16	**No Funds will be returned**

For courses that have durations differing from those listed above:

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The service member is enrolled in a course scheduled to meet for 30 days. The service member submitted a withdrawal on the 14th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

Vocational Rehabilitation

Vocational Rehabilitation cooperates with Southern Crescent Technical College by providing additional funds and services to students who have handicaps or disabilities. Applicants needing information should call the local Vocational Rehabilitation office.

Academic and Student Support Services

Bookstore

Southern Crescent Technical College has bookstores located on its Griffin and Flint River campuses. The bookstore has an online store which carries textbooks for the current semester and general merchandise options. Please visit https://bookstore.sctech.edu/ for the online bookstore.

Our Griffin and Flint River bookstores sell new and used books, study aids, school supplies, special program supplies, and school paraphernalia. Purchases may be made by check, cash, credit card, and Apple/Samsung/Google Pay.

All refunds, exchanges, or returns on textbooks only must be done within ten (10) days of purchases. The original receipt is required for all refunds or returns. All textbooks must be in the original, unopened condition as purchased. Unopened electronics can be returned or exchanged within ten (10) days of purchase. All returns/exchanges must be accompanied by a receipt. Technical support or assistance is provided by the manufacturer of the product. All other sales are final.

Used textbooks may be resold to the bookstore during the designated buy-back period if the bookstore has a need for the book.

Career Services

The Career Services Office provides students and alumni with the tools to be successful in their job search during their academic tenure and after graduation. Our staff provides resources in career planning, resume writing, job search, and interviewing strategies that enable students/ alumni to be successful in the search for employment. We integrate current technology with in-person interaction, enabling students and alumni to build the skills and relationships they need to successfully compete in the job market.

Through YouScience, Career Services supports students in preparing for and making informed decisions about their academic and employment plans. Using this online career and educational planning tool, students are able to self-assess their skills and relevant personal qualities to explore career fields and major areas of study that are most compatible with their assessment results.

We connect job seekers with employers by hosting career fairs and facilitating on-campus recruitment events. Each year, many local and national employers recruit on campus and hire our students. Students and alumni are also able to connect with employers through TIGERLINK, SCTC's online career services manager. TIGERLINK provides job seekers with employment opportunities in industries that correlate with programs offered at Southern Crescent Technical College.

Child Care Center

Tender Tech Child Development Center, a program of Southern Crescent Technical College, is located on the Flint River Campus in Thomaston, Georgia. Tender Tech is a Georgia Quality Rated Center. Tender Tech provides a safe, nurturing, and interactive environment for children that fosters a desire to learn and promotes developing a foundation for a lifelong educational experience. Tender Tech uses Creative Curriculum, which is a hands-on, child-led curriculum. Our teachers write individual weekly lesson plans based on children's learning styles. Teachers provide parents with an assessment of their child's progress twice per year based on the Georgia Early Learning and Development Standards.

Tender Tech Child Development Center offers services to Southern Crescent Technical College students, faculty, and to the general public on a space-available basis. Tender Tech also has a Georgia Lottery Pre-K that is available to all children who are 4 years of age on or before September 1 of the school year. Call (706) 646-6200 for information.

Tender Tech Child Development Center is fully licensed to operate by Bright from the Start Georgia Department of Early Care and Learning.

Computer Labs

Computers are available for student use in the Griffin Campus Library and Flint River Campus Library. The Henry County Center (Building A) has a computer lab available for student use. Students have access to all online library resources and printing (at each location.)

Computers and printers are used for completing course assignments and other related academic purposes. A variety of software is accessible including word processing, spreadsheets, databases, and an assortment of educational software. Computers are available on a first-come, first-served basis during regular library operating hours. Currently enrolled students have priority over others. Students must have a valid student ID to access the

computers.

Numerous other computer labs are used for instructional purposes. Students may check with instructors for available computers during regularly scheduled class time or at the end of the school day. Students may use these computer labs if a college employee is present. Students will receive a one-time $15.00 credit allowance to their account the first semester as an SCTC student. At the Griffin and Flint River Campus Libraries and Henry County Center Campus Computer Lab, color printing and copying is available at a cost of 25¢ per printed page and black and white at a cost of 10¢ per printed page. Printing services are cash only. Scanning is available only at the Griffin and Flint River Campus Libraries.

Disability Services

Southern Crescent Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major activities" include such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The condition may be permanent or temporary.

In order to receive accommodations, it is the student's responsibility to self-disclose this disability to the Special Services Coordinator. Written documentation is required by licensed personnel and must not be more than three years old from the date of request. Students must notify the Vice President for Student Affairs or the ADA/Section 504 Coordinator at least thirty (30) days prior to entering the desired semester if reasonable accommodations are requested that require equipment, resources, material, or personnel. Requests for accommodations totaling over $500.00 may require a 60-90-day notice.

For more information on Disability Services, contact the ADA/Section 504 Coordinator: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, Building 100, Office 103, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, teresa.brooks@sctech.edu or the ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus, Mary Jackson, Flint River Campus, Room A252,1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, mary.jackson@sctech.edu.

- **Americans with Disabilities Act -** Title II of the Americans with Disabilities Act provides comprehensive civil rights protection for "qualified individuals with disabilities."

- **Qualified Individual**

A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity. The essential eligibility requirements will depend on the type of service or activity involved. The ability to meet specific skill and performance requirements may be "essential".

Title II covers public entities, which include any state or local government and any of its departments or agencies.

- **Complaints**

Any individual who believes that he or she is a victim of ADA discrimination may file a complaint outlined in the grievance section of the Student Handbook addressed to:

ADA/Section 504 Coordinator: Special Services Coordinator, Teresa Brooks, Griffin Campus, Building 100, Office 103, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, teresa.brooks@sctech.edu (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) and Mary Jackson, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, Georgia, 30286; (706) 646-6224, mary.jackson@sctech.edu (Serving students attending classes at the Flint River Campus).

Any complaints filed against the ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Xenia Johns, 501 Varsity Road, Griffin, Georgia, 30223, (770) 228-7371.

Library Services

The Library provides resources and services promoting the development of academic foundations, employability skills, and technical fundamentals for all program areas. There are two library locations: Griffin Campus and Flint River Campus. The library houses over 42,000 volumes in a growing collection related to the academic and personal needs of faculty and students. The collection also includes audiovisual materials, electronic databases, and subscriptions to over 200 periodicals and newspapers and over 430,000 electronic books. GALILEO (Georgia Library Learning Online), a collection of online databases and LibGuides, a list of online research guides is available to students both on and off campus. The library's catalog

is fully automated for user convenience. Off-campus access to GALILEO requires a single sign-on which is the full student email address and password.

Library services available include reference service, library research instruction, and Internet access. Both locations provide student computers that are available for printing, word processing, GALILEO, or other Internet use during all hours the library is open. Interlibrary loans are available through OCLC WorldShare ILL and TCSG Library TechShare. The library also holds reciprocal borrowing agreements with Clayton State University, Gordon College, and all other TCSG campus libraries. Librarians are available to provide information and reference services including both formal and informal instruction in the use of library resources. A photocopier is available for student use.

Library staff is available to assist students with library policies, procedures, services and information literacy skills. Student users must present a valid College ID in order to borrow books and use the computers. A limited number of computers are available for guest access. Please contact the library for specific information and details about the hours of operation.

Special Populations Services

Special Populations Services are available to support and serve the following students: individuals with disabilities; individuals from economically disadvantaged families, including low-income youth and adults; individuals preparing for non-traditional fields; single parents, including single pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth who are in, or have aged out of, the foster care system; and youth with parents on active duty in the armed forces.

Students with disabilities should contact Teresa Brooks, Special Services Coordinator and Interpreter at Teresa.Brooks@sctech.edu or 770-228-7258.

Economically disadvantaged families, including low-income youth and adults are persons receiving some type of cash assistance such as PELL, WIOA, TANF, or Vocational Rehabilitation support.

A student in a non-traditional program is a student who has chosen to enter training in a field that is dominated by persons of the opposite sex, such as a male in nursing, or a female in automotive technology.

A single parent is a person who has primary or joint custody of a dependent child, may be divorced, widowed, legally separated, never married, or a person who is single and pregnant.

An out-of-workforce individual is a person who has not been employed outside of the home, recently suffered loss of income, or recently lost a spouse/partner.

An English learner's primary language is not English or has limited ability to write or understand English.

Special Populations Services offer a wide range of support services that may include books, program tools, mentoring, and community resource referrals. The program also provides workshops and seminars that deal with life management and employability skills. Learning Support services are available for Special Populations students as well.

For more information, please email studentsupport@sctech.edu.

TEAMS

TEAMS provides faculty members the ability to create an alert for a student who is at risk of not being successful in a course. Early alerts are submitted by full-time and part-time faculty and are categorized as Academic Concerns, Attendance Issues, or Personal Hardships. The intent is to identify students who are not attending class regularly, struggling academically, encountering personal hardships, or are in need of academic and non-academic supportive resources to succeed. The Alert Management Team will contact students directly by phone and email, and attempt to provide timely intervention that will address barriers to students' success.

Tiger Assistance Program (TAP)

The Tiger Assistance Program (TAP) is a confidential counseling program designed to help students and family members with personal problems or mental health issues that may interfere with academic performance and family life. For more information, contact Espyr at 866-734-3890, twenty-four hours a day, seven days a week, for 365 days a year.

TigerCARE Team and Concerning Behaviors

The TigerCARE (Campus Assessment Response Evaluation) Team is dedicated to a proactive, coordinated and planned approach to the identifying, preventing, assessing, managing, and reducing interpersonal and behavioral threats to the safety and well-being of Southern Crescent Technical College students, faculty, staff, and visitors.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone in the college community.

Individuals can submit referrals in the following ways:

- Submit an online report: Concerning Behavior Form
- Contact a TigerCARE Team Member
- Contact Campus Safety and Security (listed at the top/side of this page or at http://www.sctech.edu/police).
    - Anonymous referrals can be submitted by phone, email, or by submission of a Concerning Behavior Form.

For more information or to report a concerning behavior, contact the Director of Student Support Services at (770) 229-3409.

Tutoring Center

Southern Crescent Technical College operates Tutoring Centers at the Griffin Campus and Henry County Center, with in-person tutoring services available at both locations. Tutors provide supplemental instruction in the areas of Math, English, and Reading, and are trained in learning strategies, including the study cycle, to provide support to students in general work ethics and study skills. All SCTC students, at all campuses and sites, have access to online tutoring services through Tutor.com. Tutor.com is an embedded tool link in all Blackboard courses offered at Southern Crescent Technical College. This free tutoring service specializes in subject areas that are beyond the scope of the Tutoring Center.

Contact Information:

- EMAIL: tutoring@sctech.edu
- PHONE: Griffin: 770-229-3078; Henry: 770-914-4418

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Recruitment and Enrollment Policy

Scope and Purpose

Southern Crescent Technical College (SCTC) strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the college promote such an environment. SCTC adopts this policy to ensure compliance with federal laws and regulations. All SCTC divisions, departments, schools, officials, faculty, and staff are subject to and must comply with this policy.Federal law, regulations, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) prohibit SCTC from providing incentive compensation to employees and third parties based, in any part, on their success in securing student enrollments or awarding Title IV, HEA program funds.

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These activities include contact in any form with a prospective student, such as, but not limited to - contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on: (1) any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or (2) the number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

1. "Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid" means: (1) with respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards Title IV, HEA program funds; and (2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards Title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding Title IV, HEA program funds.

2. "Enrollment" means the admission or matriculation of a student into an eligible institution.

3. An "inducement" means any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item have a monetary value or more than a de minimis amount to any individual, entity, or its agents including third party lead generators or marketing forms.

Responsibilities

In accordance with federal laws, regulations, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), SCTC prohibits the payment of any commission, bonus, inducement, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or awarding financial aid to any persons or entities, engaged in any student recruiting, admission activities, decision-making regarding the award of Title IV, HEA program funds. This prohibition shall apply to SCTC itself as well as any third party contractors.

SCTC employees and third party contractors shall refrain from using high-pressure recruitment tactics intended specifically to secure military enrollment, such as making multiple (three or more) unsolicited contacts by phone, email, or in-person. SCTC shall also refrain from engaging in same-day recruitment tactics and registration for the purpose of specifically securing military enrollments.

Deferment of Schedules for Chapter 31 and 33 Students

Students using Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (the Post 9/11 GI Bill®) benefits are permitted to attend or participate in the course of study beginning on the date on which the student provides to the Southern Crescent Technical College (SCTC) a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33. SCTC will not impose any penalty, including the assessment of late fees or the denial of access to classes, libraries, or other college facilities. SCTC will not require any student who is using Chapter 31 or 33 to borrow additional funds due to the student's inability to meet his or her financial obligations to SCTC due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Students must submit their Certificate of Eligibility for entitlement to educational assistance no later than the first day of a course of study for which they have indicated they would like to use their educational benefits and provide a copy of their schedule to the Veteran's Center located in mobile unit 6A on the Griffin Campus or call 770-229-3095. A student is then protected in his or her courses while the Veterans Administration processes payment to SCTC. This benefit is afforded to the student as long as he or she is receiving benefits under Chapter 31 or 33. Students are responsible for notifying the college school certifying officer if his or her schedule should change. Failure to do so could cause an overpayment of VA funds.

Academic Policies and Procedures

The Vice President for Academic Affairs has administrative responsibility for credit and learning support instructional programs at Southern Crescent Technical College.

Academic Advisement

Each student is assigned a faculty advisor who will provide the information necessary to allow the student to make informed decisions in determining their academic plan and scheduling their coursework. Advisors will make suggestions and recommendations on how a student may achieve their academic goals; however, it is the ultimate responsibility of the student to meet the requirements of the program.

Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation.

Academic Status

President's List
Students who maintain a semester GPA of 4.0 while earning at least 12 credits and who are on academic Good Standing are placed on the semester President's List. This designation is printed on the official transcript.

Deans' List
Students who maintain a semester GPA of 3.5 while earning at least 12 credits and who are on academic Good Standing are placed on the semester Dean's List. This designation is printed on the official transcript.

Honor Graduate

Students who complete their program requirements with a graduation GPA of 3.75 to 3.99 will be recognized as honor graduates. To receive the honor graduate recognition, a student must be completing a program/credential that requires 18 credit hours or more. This distinction will be noted in the commencement program.

Honor Graduate with Distinction

Students who complete their program requirements with a graduation GPA of 4.00 will be recognized as honor graduate with distinction. To receive the honor graduate with distinction recognition, a student must be completing a program/credential that requires 18 credit hours or more. This designation is printed in the commencement program.

Graduation Grade Point Average is the grade point average that is calculated only on the courses required for graduation.

Good Standing
Students who maintain a semester GPA of 2.0 are considered in good standing. This designation is printed on the official transcript.

Academic Probation
Students who fail to maintain a semester GPA of 2.0 are placed on academic probation. The purpose of academic probation is to alert the student to the need to improve academic performance. This designation is printed on the official transcript. The student is also placed on financial aid warning.

Academic Suspension
Students who fail for the second consecutive semester to maintain a semester GPA of 2.0 are placed on suspension. This designation is printed on the official transcript. A student placed on academic suspension must stay out of school one full semester before applying for readmission. The student is also placed on financial aid suspension.

Readmission from Academic Suspension
Students placed on the first academic suspension are eligible to reapply for admission following the one semester's suspension. For any subsequent suspensions, students are eligible to reapply after one calendar year. Students are readmitted on academic probation.

Students who do not attend Southern Crescent Technical College for two consecutive semesters will be required to complete updated course requirements for their program of study.

Work Ethics
Southern Crescent Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

Grading System

The following symbols are used to indicate the level of performance in course work:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

For financial aid purposes, these grades will be calculated toward Satisfactory Academic Progress (SAP).

The following are grading codes used in Banner Web and what they represent.

I - Students who have extreme hardships or verifiable extenuating circumstances may be assigned the I grade and given additional time to complete course work. The student has four weeks in the next semester to complete the work. If the incomplete work is not completed by the fourth week as noted on the academic calendar of the following semester, the I grade converts to an F.

W - Fall and spring semester are sixteen weeks long with 2 days for final exams. The final withdrawal date is during the tenth week of the semester. Mini-mester classes are 8 weeks long with 2 days for final exams. Mini-mester classes are run in conjunction with fall and semester classes. The final withdrawal date is on the third week of the semester. Summer semester is either eight weeks or ten weeks long depending on the program of study with 2 days for finals. The final withdrawal date is on the fourth week of the semester.

TR - Credits transferred in from another post-secondary institution are assigned the grade of TR on the transcript. Transferred credits are not counted in the grade point average.
AC - Credits awarded through articulation with secondary schools are assigned the grade of AC. Credits are earned, but grade points are not calculated.
EXE - Course work, which is exempted through examination, is awarded a grade of EXE. Credit is awarded, but grade points are not calculated.
EXP - Course work, which is exempted through experiential learning, is awarded a grade of EXP. Credit is awarded, but grade points are not calculated.
AU - Course work, which is audited by a student, is assigned a grade of AU. Credit is not awarded, and grade points are not calculated.

Z - Grades are used to denote unsuccessful completion due to documented COVID-19 emergencies. Z grades are excluded from attempted hours and GPA calculation. **Note: Z Grades Effective AY2020 spring and summer terms only - Extended through Fall 2022 term.**

The following symbols are used to indicate the level of performance in learning support courses:

A*	90-100
B*	80-89
C*	70-79
D*	60-69
F*	0-59

Learning support grades are not counted in the overall cumulative grade point average.

Grade Point Average

The overall cumulative grade point average (GPA) is calculated based on all credit courses taken at Southern Crescent Technical College. **Please see the Calculation of Grade Point Averages below**. The assigned values for the grades are A=4, B=3, C=2, D=1, and F= 0. In calculating an overall cumulative GPA, credit hours from courses receiving the following grades are not included: AC, AU, EX, I, IP, TR, W, A*, B*, C*, D*, F*.

Example:	Grade Earned		Grade Points		Credit Hours		Total Points
A	4	x	5	=	20		
C	2	x	3	=	6		
8		26					

26/8 = 3.25 GPA

Calculation of Grade Point Averages — A grade point average is calculated by completing the following steps:

1. Multiply the credit hours of each course by the points associated with the grade earned.
2. Add the points earned for all courses.
3. Divide the total points by the total number of credit hours attempted.

SCTC operates in accordance with the following procedure TCSG 6.5.2p in calculating cumulative grade point averages at SCTC.

Program/Course Grade Requirements
Specified courses in degree/diploma/technical certificate of

credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a prerequisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

Repeating Courses
Courses satisfactorily completed at Southern Crescent Technical College may be repeated under special circumstances; however, a record of all courses attempted will remain on a student's transcript, and all grades received will be used in computing the cumulative grade point average. In addition, financial aid may be impacted by repeat course(s). Students repeating courses are urged to see financial aid for additional information.

Transferability
Transfer of Southern Crescent Technical College credit to another college or university is at the discretion of the receiving institution.

Course Withdrawals
Course withdrawals are initiated by the student on Banner Web. See the Grading System section for important dates relative to withdrawal from class.

Withdrawal from School
Students withdrawing from all courses should complete the Southern Crescent Technical College Official Withdrawal Form. Students who withdraw before the withdrawal date will receive a grade of W. Students who do not follow withdrawal guidelines will receive a grade based on their work, just as students do who complete the class properly. Any student receiving federal student aid (Unsubsidized loans, Subsidized loans, Pell, and SEOG) who completely withdraws from all classes during a given period of enrollment and completes less than 60 percent of the term (based on the determination of last date of attendance) may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education.

Attendance Procedure
A goal of Southern Crescent Technical College is to place dependable, competent employees in the workplace. Students are expected to attend class regularly and to be punctual. Attendance requirements are contained in the syllabus of each course. It is the responsibility of the student to read and comply with the attendance requirements that affect work ethics assessments and may affect the academic grade.

Attendance in an online education course follows the same attendance requirements as the traditional classes offered on campus. Attendance is granted to a student when the student logs into BLACKBOARD, and then enters their course.
Students who cease to attend class and receive an "F" grade, may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education.

No-Show Procedure
A student is considered a no-show when the student does not attend class or gain access to an online or hybrid course and complete an assignment by the no-show deadline of the semester (see student academic calendar). When a student accesses an online or hybrid course, through the learning management system, and completes an assignment before the no-show deadline, the student is considered to be in attendance. Likewise, when a student is present in the classroom during any scheduled class time before the no-show deadline of the semester, the student will be considered in attendance.

- **On Campus:** Physical attendance and a completed assignment in Blackboard is required prior to the No Show deadline;
- **Blended:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.
- **Online Synchronous:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.
- **Online Asynchronous:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.

Because submitting a student as a no-show triggers a tuition refund, a student may not attend the class after being submitted as such. Only with permission of the instructor, the Office of Academic Affairs, the Business Office, and the Office of Financial Aid (if applicable) may a student be reinstated in the course.

Change in Academic Status
All students who fail to maintain Good Standing will be notified of their change in status by letter at the end of the term in which they failed to maintain a semester GPA of at least 2.0. Academic Standing is evaluated each term after final grades have been posted by the Registrar.

Academic Probation
A student will be placed on academic probation if, at the end of any semester while the student is in good standing,

the semester GPA falls below 2.0. The student's status will be changed to Academic Probation and the student will be notified by letter of the change. Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Continued performance at this level will result in the student's being placed on academic suspension.

First Academic Suspension
A student's academic status changes to Academic Suspensions in the event that the student earns a grade point average of below 2.0 in the semester following placement on Academic Probation.

At this point, the student will be notified by letter and an academic hold will be placed on the student's account, which will prevent the student from registering for classes for the upcoming term. If the student has already registered for classes for the upcoming term, those courses will be dropped from the student's schedule.

The first time a student is placed on Academic Suspension, the student will have to sit out for one semester without taking courses. In this case, it is recommended that the student take the necessary steps to ensure that, upon returning to the classroom, circumstances are optimal for his or her success academically. Following the one semester's suspension, the academic hold is lifted, and the student is eligible to reapply for admission.

Rather than sit out for a term, the student may choose to follow a formal appeal process. This process affords the student the opportunity to make a case before a committee to request that the suspension be lifted for the upcoming term. The student will be allowed to register for the upcoming term on the first day of returning student registration during the suspension term.

Second (or Subsequent) Academic Suspensions
A second or subsequent academic suspension shall be for one calendar year. Successful appeal of the student's first academic suspension does not reset the student's suspension count. The student will be allowed to register for their returning semester on the first day of returning student registration during the final suspension term.

Academic Suspension Appeal Procedure

Students who appeal an academic suspension will be notified as soon as a decision is reached by the Academic Suspension Appeals Committee regarding their status.
1. The process begins by requesting an appeal from the Academic Affairs Office. The Appeal form can be found on our website: https://www.sctech.edu/request-to-appeal/

2. The statement of appeal must be attached to the Appeal of Academic Suspension form. The statement must be specific, typed, and address the student's entire previous academic performance as well as how the circumstances have changed so that the student can improve their academic performance.

3. The appeal must be submitted by noon on the third day of following semester.

4. The Academic Suspension Appeals Committee will review appeals the first three days of the semester.

5. Once a decision has been made, the Academic Affairs Office will notify the student via the student's official SCTC email address of the committee's decision.

6. The committee's decision is final.

The Academic Affairs Office makes every attempt to notify students when they are on academic suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the Academic Affairs Office.

If a student is not notified of the academic suspension, that does not excuse a student from the academic suspension, nor does it exempt a student from appealing in a timely manner. Supporting documentation must be provided or the appeal will be denied.

Student's Responsibilities
The Academic Affairs Office attempts to notify students when they are placed on Academic Probation and/or Suspension, however, sometimes students do not receive notification due to circumstances beyond the control of the Academic Affairs Office. If a student is not notified of the suspension, that in itself does not excuse a student from the academic suspension, nor does it exempt a student from appealing in a timely manner. A student's status is available at all times via Banner Web by clicking Student & Financial Aid, Student Records, and View Student Information.

Grade Appeal

If a student believes his or her final course grade is incorrect, he or she must first speak directly with the instructor to discuss the concern. If the issue is not resolved, the student may submit a formal grade appeal by selecting "Request to Appeal Grade" on the college's Request to Appeal website: http://sctech.edu/request-to-

appeal/. Grade appeal requests must be submitted no later than the end of the semester following the one in which the grade was posted; final grades must be posted to a student's transcript before a grade can be appealed.

Once the request is submitted, the Grade Appeal Coordinator will convene a Grade Appeal Committee, composed of instructors and/or administrators, to review the appeal. If additional information is required to reach a decision, a hearing will be scheduled. In such cases, both the student and the instructor will be required to present their positions before the committee.

All hearings are held remotely, and all reviews and hearings are conducted in the order in which appeals are received. If a hearing is scheduled, the student must attend. Failure to attend without prior notice will result in the appeal being denied. A student with a verifiable and unavoidable reason may request one opportunity to reschedule. If he or she misses the rescheduled hearing, the appeal will be denied and the original grade will stand.

The Grade Appeal Committee will make every effort to resolve appeals by the end of the semester in which they are filed; however, a final ruling may be issued as late as the end of the following semester to allow for a thorough investigation. All decisions of the Grade Appeal Committee are final.

Directed Individual Study

Directed Individual Study provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through work experiences, practicums, advanced projects, industry-sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

Internship Policy

The responsibility for identifying and locating an appropriate internship rests with the student in conjunction with the department involved with the internship. Arrangements should begin during the pre-registration period. Placement should be confirmed before the beginning of the semester but no later than the end of the first week of the semester. The commitment is made firm at the time of placement so that ordinarily internships may not be dropped during the add-drop period. Adjustments to an internship or an internship schedule will be made during the drop/add period with division chair approval.

Class Cancellation

Southern Crescent Technical College reserves the right to cancel classes because of low enrollment or other reasons. Decisions to cancel classes are made by the Academic Affairs administrative staff. A full refund is made for any class canceled by Southern Crescent Technical College.

Online Learning

Southern Crescent Technical College participates with Georgia Online Learning and Development by offering courses over the Internet. Blackboard Learn (BbL) Learning Management System (LMS) is used by Southern Crescent and GVTC as the primary form of LMS. There are four types of courses offered through BbL LMS including: Online Synchronous (OS), Online Asynchronous (OA), Blended (BL), and On Campus (CA).

- **On Campus** (CA): Courses that are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lecture, labs, internships, clinicals and other in-person instructional modalities. On campus courses are not considered online learning courses.
- **Blended** (BL): Blended courses are online learning courses with the majority of the course content, activities and interactions occurring online (>50% but <100% online) but may require students to come on campus for specific labs, assignments, activities, or events. Blended courses must detail any on-site course components in the course catalog.
- **Online Synchronous** (OS): Courses taught fully online synchronously with course content, activities and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events, which must be detailed in the course catalog.
- **Online Asynchronous** (OA): Courses taught fully online asynchronously with course content, activities and interactions occurring entirely online. This delivery method does not require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Online asynchronous courses may require proctored events, which are detailed in the course catalog.

Students interested in taking online courses can find course offerings by looking at the course schedule that is released

before registration begins each semester.

Security for our students using the BbL LMS is important to Southern Crescent Tech. The BbL LMS can only be accessed by students who have created an Okta account with a unique student email and password. Okta is a secure login portal that allows students access to all SCTC logins and applications in one place. This includes Email/Office 365, Blackboard, Banner Web, and more.

Each student is assigned a student email, and unique password generated from the last 6 digits of their student number, also known as a student ID. The Student Helpdesk is available for BbL LMS, student email and Banner Web concerns. The Helpdesk is available Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 am. Additional Helpdesk information can be found on The Southern Crescent Student Helpdesk webpage (studenthelpdesk.sctech.edu).

Southern Crescent students can take online courses from other Georgia Technical Colleges if a course is not being offered at Southern Crescent for a particular semester. To find out more about online courses offered at other Georgia Technical Colleges, talk with your advisor or visit Georgia Online Learning and Development's webpage (https://gvtcapp.tcsg.edu/GVTC/General/Courses.aspx).

Southern Crescent Technical College in conjunction with The Technical College System of Georgia offers more online courses to our students through eCampus. eCampus is a platform that allows students from across Georgia to enroll in online courses offered by other Technical College System of Georgia (TCSG) colleges, providing students access to program courses that may not be available during the current term at their home college. Upon completion of an eCampus course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand careers.

Graduation

Degree/Diploma/Technical Certificate of Credit Graduate

All students who expect to graduate must complete and submit the graduation application, have it signed by his/her program advisor, **AND SUBMIT IT TO THE REGISTRAR'S OFFICE ONE ACADEMIC TERM PRIOR TO THE COMPLETION DATE. A student must complete at least 25% of his or her credit hours at Southern Crescent Technical College in order to be awarded a diploma, degree, or certificate from Southern Crescent Technical College. The 25% does not include advanced standing through the transfer of credit, military credit, credit by exemption, credit by experience, or articulation**.

All students must pay the non-refundable processing fee of $40.00* when the application is submitted, regardless of participation in the Graduation Ceremony.

All students planning to participate in the commencement ceremony must register online via the "Information for Participating Graduates" website by the designated deadline. Students who select the participation box on the graduation application are notified by email when information is available regarding the Graduation Ceremony and registration process. It is the student's responsibility to initiate the graduation process including, completing the application to graduate, registering for the graduation ceremony, purchasing graduation regalia, and any other graduation related activities.

Students participating in the graduation ceremony will be required to pay a separate fee of $70 plus $4.95 service (credit card) fee for the graduation regalia. This fee is paid directly to the Scholastic Images. Ordering information for graduation regalia is sent to students once they have completed the graduation registration process. Late fees will be applied for students who do not order the graduation regalia package by the posted priority deadline.

**Students who submit their graduation application after the posted priority deadline will not be eligible to have their name in the printed Commencement Day program.

Graduation candidates must meet all academic (Cumulative 2.0 grade point average and regular program admission status) and financial obligations prior to graduation. Credentials are available approximately 8-10 weeks after all final grades are posted for that term (not including weekends, holidays, or college closures).

Note: For more information on the graduation ceremony, please contact the Office of the Registrar.

*Fees are subject to change.

Athletics and Student Activities

Athletics

Southern Crescent Technical College provides opportunities for its students to participate in intercollegiate and intramural athletics.

The Southern Crescent Technical College Tigers compete in men's basketball and women's basketball as Division I members of the Georgia Collegiate Athletic Association (GCAA), which is Region XVII of the National Junior College Athletic Association (NJCAA). In order to be eligible to participate in either of these sports, student athletes are required to meet all eligibility requirements of the NJCAA and agree to read, sign, and abide by all liability waivers, codes of conduct, and/or other forms required by the College.

Participating in athletics at an intercollegiate level at Southern Crescent Technical College can affect your athletic eligibility at other colleges. If you believe you may transfer and wish to participate in athletics at another institution besides Southern Crescent Technical College, please contact the Coordinator or Student Activities Coordinator for additional information regarding this topic before you attend any workouts, tryouts, or practices for any of Southern Crescent Technical College's athletic teams.

Individuals wishing to participate in athletics must:

- maintain satisfactory progress within an approved college program or course as listed in the college catalog;
- be a student in good standing, enrolled in full-time status (12 or more credit hours, 15 preferred) within 15 days from the beginning of the term;*
- maintain enrollment in 12-15 credit hours of college coursework as listed in the college catalog during each term of athletic participation; college course work as listed in the college catalog during each term of athletic participation;*
- maintain a 2.5 GPA or higher for each term of athletic participation and 2.5 GPA or higher overall to remain eligible;
- turn in all bi-weekly Progress Reports to the Athletic Coordinator by 2:00 p.m. on Thursdays.
- pass a physical examination administered by a qualified health care professional licensed to administer physical examinations prior to tryouts;
- read, complete, sign, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

Students Athletes are expected to attend Study Hall as assigned by the coaching staff for both fall and spring semesters unless prior approval is given by the Head Coach. Failure to attend will lead to disciplinary actions as set by the Head Coach such as extra conditioning, suspension from games and/or practice, or for consistent absenteeism, dismissal from the athletic team. Discipline will be on a Merit System for each offense. In conjunction with Study Hall, all students are expected to attend all scheduled meetings with the Graduation Coach and the same disciplines of Study Hall also applies.

*Exceptions may exist for these rules, please contact the Athletics Coordinator or Director of Student Support Services for additional information.

Intramural sports are added based on student interest and approval by Southern Crescent Technical College administration. A student wishing to participate in intramurals must:

- be a currently enrolled, credit seeking student in good standing with the college; and
- read, complete, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

For more information about SCTC athletics, contact Athletic Coordinator at 770-229-3130.

GOAL

Georgia Occupational Award of Leadership (GOAL) recognizes and rewards excellence among students enrolled in post-secondary technical colleges in the state of Georgia.

Several statewide sponsors from business/industry and education help Georgia's Technical College System sponsor the GOAL program. Finalists are selected from each technical college and compete for a grand prize in an annual competition held in Atlanta.

GOAL nominees are rewarded with recognition, leadership training, and donated gifts. The GOAL winner from

Southern Crescent Technical College is held in high esteem and is called upon to represent the college at various civic and community events.

Student Organizations

An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives are clearly explained in a proposed charter. Club/organization application forms and further instructions can be obtained by contacting the Director of Student Support Services, (770) 229-3409.

The request to charter an organization will be approved or disapproved by the Vice President for Student Affairs.

Cardiovascular Technology Student Organization

Cardio Vascular Technology Student Organization is Southern Crescent Technical College's Chapter of The Alliance of Cardiovascular Professionals (ACVP). The mission of this organization is to meet the needs of all cardiovascular and pulmonary providers, to promulgate standards and to promote recognition of the cardiovascular profession. The purpose of this chapter is to foster academic scholarship at the highest academic level and promote research and investigation in the field of Cardiovascular Technology. ACVP promotes inter-professional continuing education to promote quality cardiovascular care, as well as provides excellent resources and networking amongst cardiovascular professionals. To be eligible to join, students must be enrolled in the Cardiovascular Technology program as a full-time student, and maintain a GPA of 2.5 on a 4.0 scale; after acceptance into the program.

Circle K

Circle-K is a Kiwanis club-sponsored student service organization. Circle K is the world's largest student-led collegiate services organization providing students with opportunities to build fellowship while developing leadership skills through service in their community. Circle K's Motto is "Live to Serve, Love to Serve.

FBLA Collegiate (formerly Phi Beta Lambda)

FBLA Collegiate is a national student organization for students interested in business. Its goals are to help students develop leadership skills, character, and self-confidence. FBLA Collegiate provides students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state, and national competitions are open to students in this organization.

Forensic Science Club

The Forensic Science Club creates an environment for those individuals that share a passion for crime scene investigations to include but not limited to -fingerprinting, evidence, collection, death investigating crimes, and forensic chemistry and biology. The Forensic Science club will provide activities and events that include guest speakers from the -field of forensic science, the conduction of mock crime scenes, escape rooms, and murder mystery dinners. This club provides a place for students to network and learn the ins and outs of forensic science and how students can use this knowledge to pursue a career in the -field.

Keen On Being Excellent (K.O.B.E.)

Keen On Being Excellent (K.O.B.E.) is an organization that focuses on supporting and retaining male students from traditionally underserved minority population. It is a program led by student advocates to share ideas of how to become and remain engaged, offer support services and intervention strategies, and motivate them throughout their post-secondary educational journey. Click here for more information https://www.sctech.edu/kobe/.

National Society of Leadership and Success

The club helps students identify career goals, hone leadership skills, and turn ambitions into action. The program provides a life-changing experience providing access to essential tools to excel in the future and make changes in the world. As a member of the NSLS, students become part of a community of success-driven, like-minded people with access to professional leadership training, exclusive scholarships, an online job bank, networking events, a celebrity speaker series, enhancement of your professional resume, and more.

National Technical Honors Society

NTHS is a national, nonprofit organization established to honor excellence in work-force education programs and majors. All students in degree and diploma programs and maintaining a cumulative academic GPA of 3.75 or above are eligible for membership. Membership invitations will be distributed in the Fall and Spring Semester(s) by NTHS Advisors.

The goals of the NTHS are:

- To reward excellence in workforce education
- To encourage scholastic excellence, skill

development, honesty, service, leadership, citizenship, and individual responsibility

- To promote business and industry's critical workplace values.

For more details, please contact the SCTC's student activities office.

Page Turners Book Club

The Page Turner's Book Club is a club on campus open to all Faculty, Staff and Students. We meet remotely to discuss the book we just -finished reading as a group. We try to select books that are current but short enough to not conflict with students' studies. Book Club members can suggest books for future reading any time. We have great discussions with many different opinions and interpretations of the book. We hope you will join us, enjoy a new book and meet people you share the love of stories with.

Performing and Literary Arts Student Association (PALASA)

PALASA is committed to providing an outlet for the performing and creative writing talents of SCTC students; and to promoting interest in the performing and literary arts within the SCTC community; introducing members to quality theater and literature through meetings, guest speakers, and co-curricular learning; sharing information and experiences about performing arts and creative writing; and producing high-quality student performance showcases and a student literary publication. This club is open to all students and faculty who are interested in performing and literary arts, regardless of experience or skill level.

Respiratory Care Club

The purpose of this organization is to provide an opportunity for students of Southern Crescent Technical College to grow academically and as a team. Their focus is on providing healthcare to our community, increasing awareness of Respiratory Care careers, and working with other healthcare providers to improve awareness of respiratory health issues. Respiratory Care Club membership is open to all students in the respiratory care program at Southern Crescent Technical College. The club does not require dues to be paid by members.

Rotaract

Rotaract is a Rotary Club sponsored student organization which provides an opportunity for all students (1) to enhance the knowledge and skills that will assist them in personal and professional development; (2) to address the needs, problems and opportunities in our community; (3) to recognize the dignity and value of all occupations as opportunities to serve our community; and (4) to promote better relations between all people worldwide through a framework of friendship and service. Rotaract's mission is "Service Above Self."

Student Veterans of America SCTC Chapter

The Student Veterans of America SCTC Chapter provides an opportunity for the students of the College, who are Veterans of the United States Military service, to come together for mutual support and fellowship during their academic careers at the College. The Student Veterans of America at Southern Crescent Technical College is a chapter of the national organization Student Veterans of America – www.studentveterans.org.

Eligibility for membership includes service in any branch of the military forces of the United States – Army, Navy, Air Force, Marines or Coast Guard with an honorable discharge. Also, those serving in the National Guard and Active Reserves are eligible for membership. You must be currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members. Contact: Veterans Representative at 770-229-3095.

SkillsUSA

SkillsUSA is a national student organization, which serves industrial, technical, and health occupation students. Leadership, dignity of work, good workmanship, citizenship, and respect for others are emphasized. Local winners compete in regional, state, and national competitions.

Venatus

Venatus is the SCTC Gaming Club dedicated to providing a safe environment on campus to all students who are new and experienced players of tabletop, console, PC and Live Action Role Play Games. Venatus' mission is to create a healthy environment to relieve student academic stress, increase creativity and productivity, enhance social and leadership skills while promoting a positive image of gamers. Members facilitate activities and community outreach through gaming, allowing members to explore ways that gaming can be used to enhance education and interpersonal relationships.

Student Veterans of America SCTC Chapter

Student Veterans of America SCTC Chapter

The Student Veterans of America SCTC Chapter provides an opportunity for the students of the College, who are Veterans of the United States Military service, to come together for mutual support and fellowship during their academic careers at the College. The Student Veterans of America at Southern Crescent Technical College is a chapter of the national organization Student Veterans of America – www.studentveterans.org.

Eligibility for membership includes service in any branch of the military forces of the United States – Army, Navy, Air Force, Marines or Coast Guard with an honorable discharge. Also, those serving in the National Guard and Active Reserves are eligible for membership. You must be currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members. Contact: Veterans Representative at 770-229-3095.

Student Government Association

Student Government Association (SGA)

The Student Government Association (SGA) allows students to become involved in the decision-making process concerning student life. Additionally, members of SGA help plan social and cultural activities and service projects. Meetings are held on a regular basis at convenient times, and each member is encouraged to express opinions and to participate fully. SGA offers a unique opportunity for personal growth. Members are encouraged to meet new people on campus, while learning and enhancing time management, team building, problem solving, and organizational skills. Students may become involved by contacting the Student Activities Coordinator or by attending any SGA meeting. The only requirements are that students commit to serve the student body and participate fully in all of the approved activities. SGA sponsored activities include but are not limited to the Fall Student Leadership Conference, recognition events for honor students and club members, and Student Appreciation Fun Day.

For more information on this organization or any other Southern Crescent Technical College student organization, contact the Student Activities Coordinator at (770) 229-3409.

Allied Health Programs

Major	Major Code
Cardiovascular Technology	
Cardiovascular Technology (AAS) (p. 193)	CT13
Electrocardiography Technology (TCC) (p. 243)	ET81
Dental Assisting	
Dental Assisting (Diploma)	DA12
Basic Dental Assisting (TCC) (p. 185)	BDA1
Advanced Dental Assisting (TCC) (p. 183)	AD21
Health Care Assistant	
Health Care Assistant (TCC) (p. 192)	HA21
Healthcare Professional (TCC) (p. 189)	HP41
Health Care Management	
Health Care Management (AAS) (p. 196)	HC23
Medical Assisting	
Associate of Applied Science in Allied Health Professions (AAS) (p. 206)	AFA3
Medical Assisting (Diploma) (p. 198)	MA22
Advanced Medical Assisting (TCC) (p. 184)	AM81
Fundamentals of Medical Assisting (TCC)	FF61
Medical Information Specialist (TCC) (p. 203)	MI21
Medical Office Support Specialist (TCC) (p. 202)	MF31
Dual Enrollment Medical Office Support Technician (TCC)	DE31
Medical Laboratory Technology	
Phlebotomy Technician (TCC) (p. 204)	PT21
Phlebotomy Technology Specialist (TCC) (p. 205)	PT71
Nursing	
Nursing Degree (ASN) (p. 211)	NG73
LPN Bridge RN Option (p. 208)	LB13
Associate of Applied Science in Allied Health Professions (AAS) (p. 206)	AFA3
Paramedicine	
Paramedicine (AAS) (p. 214)	PT13
Paramedicine (Diploma) (p. 217)	PT12
EMS Professions (Diploma) (p. 218)	EP12
Advanced Emergency Medical Technician (AEMT) (TCC) (p. 220)	EMH1
Emergency Medical Responder (EMR) (TCC) (p. 222)	EB71
Emergency Medical Technician: EMT (TCC) (p. 187)	ED91
Emergency Medical Technician (EMT) (TCC) (p. 223)	EMJ1
Practical Nursing	
Practical Nursing Certificate (TCC)	PN21
Hemodialysis Patient Care Specialist (TCC) (p. 228)	HPC1

Nurse Aide (TCC) (p. 229)	CN21
Nurse Aide Accelerated (TCC) (p. 230)	NAA1
Nurse Aide Fast Track (TCC)	NAF5
Patient Care Assistant (TCC)	PC21
Patient Care Technician/Assistant (PCT/A) (TCC) (p. 191)	PCT5
Geriatric Care Assistant (TCC) (p. 189)	GC11
Radiologic Technology	
Radiologic Technology (AAS) (p. 232)	RT23
Computed Tomography Specialist (TCC) (p. 234)	CT91
Magnetic Resonance Imaging Specialist (TCC) (p. 238)	MRI1
Radiologic Technician Assistant (TCC)	RT21
Respiratory Care	
Respiratory Care (AAS) (p. 240)	RCT3
Surgical Technology	
Surgical Technology (AAS) (p. 244)	ST13
Central Sterile Supply Processing Tech (Advanced) (TCC) (p. 185)	CK91
Central Sterile Supply Processing Technician (TCC)	CS91
Endoscope Reprocessing Technician (TCC)	ERT1

Allied Health Programs Licensure Pass Rates - https://www.sctech.edu/programs/allied-health-licensure-pass-rates/

Allied Health Programs Competitive Selections Score Trends - https://www.sctech.edu/programs/allied-health-programs-competitive-selections-score-trends/

Allied Health Program Application - https://www.sctech.edu/programs/allied-health-program-application/

Upon admission to the College, students desiring to enter an Allied Health program will be placed in either the Health Care Assistant TCC (p. 192) or the Health Care Management Degree (HC23) (p. 196) program while working on admission requirements for their chosen medical program. Acceptance into any Allied Health program is a competitive selection process.

Dual Allied Health or medical programs are not allowed. Health Care Assistant or Health Care Management students must complete their credential before adding another major.

Students with Criminal Histories

Southern Crescent Technical College allows students, regardless of criminal history, to enroll in any program for which they academically qualify. Students with a criminal background may enroll in clinical courses or internship courses but could be denied access to an internship placement or clinical site. The access is not denied on the behalf of Southern Crescent Technical College, but rather by the policies and procedures of the individual business, agency, or organization allowing the clinical site, internship placement, or state licensure.

AD21 Advanced Dental Assisting Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Advanced Dental Assisting program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities which develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present

knowledge and skills in the area of dental assisting.

Grading Standards

Grading standards for dental assisting (DENA) courses are very stringent. A grade of C or better is required in all classes.

Contact Us

Luz Ibarra, D.D.S., Program Coordinator

Email: Luzmarina.Ibarra@sctech.edu

Phone: 770.229.3136

Program Courses

Required		
DENA 1350	Dental Assisting II: Dental Specialties and EDDA Skills	7
DENA 1390	Dental Radiology	4
DENA 1400	Dental Practice Management	2
DENA 1030	Preventive Dentistry	1
DENA 1470	Dental Practicum II	1
	Subtotal:	**15**
	Total Credit Hours:	**15**

AM81 Advanced Medical Assisting, Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 term
Minimum Credit Hours for Graduation:	39

Program Description

The Advanced Medical Assisting TCC program is a comprehensive program designed for students seeking to elevate their careers within the Medical Assisting profession. This program goes beyond basic medical assisting skills, equipping students with the specialized skills and knowledge required to perform both advanced clinical procedures and sophisticated administrative tasks in a medical office or healthcare setting. The Advanced Medical Assisting TCC provides a rigorous curriculum that integrates hands-on practice with theoretical learning, covering topics such as advanced patient care, diagnostic testing, medical billing and coding, and healthcare law and ethics. The program emphasizes the development of critical thinking, problem-solving, and communication skills essential for managing the complexities of modern healthcare environments. Graduates of this program will be prepared to take on more complex roles within healthcare teams, assist physicians in specialized medical procedures, manage electronic health records, and ensure smooth operational flow in medical facilities. Upon completion, students will be eligible for advanced certifications and well-positioned for career advancement in the growing field of medical assisting.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions. **Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Required		
MAST 1061	Front Office and Legal Implications	6
MAST 1112	Insurance and Claims Management	5
ALHS 1011	Structure and Function of the Human Body	5
MAST 1081	Fundamental Skills and Human Diseases	7
MAST 1091	Medical Assisting Advanced Skills	4

MAST 1030	Pharmacology in the Medical Office	4
MAST 1130	Medical Assisting Externship & Seminar	8

Subtotal: 39

Total Credit Hours: 14

BDA1 Basic Dental Assisting Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Basic Dental Assisting certificate program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities which introduce academic and occupational knowledge, skills, and attitudes required for job acquisition and retention.

Grading Standards

Grading standards for dental assisting (DENA) courses are very stringent. A grade of C or better is required in all classes.

Contact Us

Luz Ibarra, D.D.S., Program Coordinator

Email: Luzmarina.Ibarra@sctech.edu

Phone: 770.229.3136

Program Courses

Required		
DENA 1050	Microbiology and Infection Control	3
DENA 1080	Dental Anatomy	4
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1460	Dental Practicum I	1

CK91 Central Sterile Supply Processing Tech (Advanced), Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	22

Program Description

The Central Sterile Supply Processing Technician (Advanced) TCC program is designed for individuals seeking specialized expertise in sterile supply processing, with a focus on mastering the reprocessing of complex medical instruments, including endoscopes. The curriculum offers an in-depth understanding of infection control, sterilization techniques, and industry standards critical to preventing healthcare-associated infections (HAIs). Students will explore advanced topics within Instrument decontamination and sterilization, High-level disinfection processes,Care and handling of surgical instruments, Reprocessing of flexible endoscopes following national guidelines, quality assurance and regulatory compliance. In addition to classroom instruction, students will participate in hands-on labs and clinical rotations helping students to develop practical skills in equipment handling, sterilization, and proper documentation. Upon completion, graduates will be well-prepared for certification exams and advanced roles in healthcare settings, ensuring patient safety through proper reprocessing of sterile instruments.

College Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Admission Requirements

The CSSP Program admits students and begins a new cohort every term on the Griffin Campus. The deadline to apply for cohort placement is the same date as the withdrawal date for full semester courses every term (check the SCTC calendar). The cohort placement is on a "first-come, first-served" basis with a completion and submission of a program-ready form. The following steps are required:

- Obtain CPR certification – BLS Providers through the American Heart Association.
- Complete and submit the online Allied Health Program-Ready Application https://www.sctech.edu/programs/allied-health-program-application/.
- Upon acceptance into the cohort, a successful completion of a criminal background and drug screen along with immunization verification prior to beginning the cohort is mandatory.
- The student will be responsible for making sure that all transcripts are received by the college and evaluated by the College Registrar by the application deadline.
- Program applications received after the deadline will not be accepted.
- If the student is not accepted and wishes to apply for the next class, the student must submit a new CSSP Program application during the next application period.
- The deadline to apply for cohort placement is the same date as the withdrawal date for full semester courses every term (Check the SCTC calendar)
- There is no waiting list for this program.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Program Information

CSSP is a one-term, five-course technical certificate of credit program. Three of those courses are CSSP 1010, CSSP 1020 and CSSP 1022. The other two courses are co-requisites, which means they can be taken along with the CSSP courses.

The CSSP courses are offered daytime only and in consecutive terms. The first course, CSSP 1010, is offered the first term on campus. CSSP 1020 and CSSP 1022 are offered together in the second term as a hybrid course off-campus at the clinical site and web-based assignments. There is no breaking up of the courses, if the student cannot take them in the sequential order from one term to the following term, they will not be allowed to finish the program and will have to reapply for admission. All CSSP courses must be completed with a grade of C or higher.

Readmission Policy

Students who are not successful in their first attempt and/or withdraw for medical reasons can attempt readmission based on the program admittance policy. Readmission is not guaranteed and is a one-time readmission with the following condition: repeat of all courses in sequential order and terms. Grading standards for the Central Sterile Program are very stringent. For students to progress to CSSP 1020 and CSSP 1022, a minimum grade of "C" must be achieved in the CSSP 1010 course.

Program Fees

The following fees are approximate and subject to change:

- Books - $300
- Uniforms - $100
- Background Check and Drug Screen - $99.95
- History and Physical / Immunizations - $200
- Malpractice Insurance - $10
- BLS card - $55
- Certification Exam - $140
- ACEMAPP - $50

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tammy Hatcher, MA,CST, Program Coordinator

Email: Tammy.Hatcher@sctech.edu

Phone: 770-233-6166

Program Courses

Required		
CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Clinical I	4
CSSP 1022	Central Sterile Supply Processing Technician Clinical II	4
CSSP 2010	Endoscope Reprocessing Fundamentals	4
CSSP 2020	Endoscope Reprocessing Clinical	5

Total Credit Hours: 22

ED91 Emergency Medical Technician: EMT, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses, Fayette COI

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMJ1: Emergency Medical Technician (EMT) technical certificate of credit.

Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- High school diploma or GED are required

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Students must attend a mandatory program orientation prior to registering for classes.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

Required		
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1

Total Credit Hours: 12

EMR5 Emergency Medical Responder (EMR) Fast Track, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, Fayette COI

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	4

Program Description

The Emergency Medical Responder (EMR) Fast Track TCC program is an accelerated program that provides students with a faster entry into the field of Emergency Medical Services (EMS) professions for employment in a variety of prehospital, industrial and first responder settings. Students within this program will be provided the foundational knowledge and hands-on skills necessary to provide lifesaving interventions while awaiting additional EMS response and assist higher-level personnel at the scene and during transport. Graduates of this program will be able to take the National Registry of Emergency Medical Technicians EMR certification examination and upon successful completion will be able to function as part of a comprehensive EMS responder, under medical oversight.

Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- High school diploma or GED are **NOT** required

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Students must attend a mandatory program orientation prior to registering for classes.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

Required		
EMSP 1000	Emergency Medical Responder (Fast Track) Theory	3
EMSP 1000L	Emergency Medical Responder (Fast Track) Lab	1

Total Credit Hours: 4

GC11 Geriatric Care Asst, Technical Certificate of Credit

Effective 202612

Offered at Griffin, Flint, Henry, Fayette, and GRCCA locations

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Geriatric Care Assistant Program is designed to equip students with the skills and knowledge required to provide compassionate and competent care to elderly patients in various healthcare settings. This program focuses on the unique needs of the aging population and prepares students for a rewarding career in geriatric care.

Program Entrance Requirement

Students must have completed one of the NAST courses listed below with a grade C or better and/or hold an active GA-CNA certification in good standing.

- NAST 1100: Nurse Aide Fundamentals
- NAST 2100: Nurse Aide Accelerated
- NAST 2105: Nurse Aide Fast Track

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- High school diploma or GED are required
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Proof of US Citizenship and Proof of GA Residency

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Vicky Mack, RN, Program Coordinator

Email: Vicky.Mack@sctech.edu

Phone: 770.412.4592

Program Courses

Required		
	ALHS 1040 or ALHS 1060 (2-3hrs)	
ALHS 1040	Introduction to Health Care	3
	OR	
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
GERT 1000	Understanding the Geronotological Client	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
		Subtotal: 9

HP41 Healthcare Professional, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin Campus

Program Entrance Term:

Minimum Length of Program:	3 Terms
Minimum Credit Hours for Graduation:	36

Program Description

The Healthcare Professional Technical Certificate of Credit provides academic and career-related foundations to prepare students for employment and subsequent upward mobility in health delivery fields. Graduates may choose to further their education through a growing number of associate degree healthcare programs or pursue entry-level healthcare support positions in a wide variety of laboratory and direct healthcare settings.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. Students should consult with an Allied Health advisor prior to enrolling in any courses as the choice of general education and occupational core classes may be impacted by the program specialization of choice.

Note: While all courses are offered, they may vary by term and campus. **Grading standards are very stringent. For students to progress to the next course of study or to be awarded a credential, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Area I Language Arts/Communication- 6 credit hours		
	Area I Language Arts/Communication - Choose Two: (Required)	
COMM 1100	Human Communication	3
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3
Area II Social/Behavioral Science-6 credit hours		
	Area II Social/Behavioral Science - Choose Two: (Required)	
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
Area III Natural Science/Mathematics-7 credit hours		
	Area III Natural Sciences/Mathematics - Choose One: (Required)	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
	Select 4 credit hours of the following (One Lecture and One Lab)	4
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1
Area IV Humanities/Fine Arts-3 credit hours		
	Area IV Humanities/Fine Arts - Choose One: (Required)	3
ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
THEA 1101	Theatre Appreciation	3
Occupational Courses -14 credit hours		
Courses may be selected from the list below.		
	Occupational Courses - 14 credit hours	
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1126	Health Science Physics	5
ALHS 1127	Health Sciences Chemistry	4
BIOL 2113	Anatomy and Physiology I	3

BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
COMP 1000	Introduction to Computer Literacy	3
COLL 1500	Student Success	3
PSYC 2103	Human Development	3
NAST 1100	Nurse Aide Fundamentals	6
NAST 2100	Nurse Aide Accelerated	7
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
RADT 1010	Introduction to Radiology	4
RADT 1065	Radiologic Science	2

Total Credit Hours: 36

PCT5 Patient Care Technician/ Assistant (PCT/A), Technical Certificate of Credit

Effective 202614

Offered at the Butts, Flint River, Griffin, Henry County Center, Henry Academy, and Jasper

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	3

Program Description

The Patient Care Technician/Assistant (PCT/A) program is a micro-credential program designed to expand the skills and knowledge of Certified Nurse Aides (CNAs) working within various healthcare settings. Upon completion of the program, students will be eligible to take the Certified Patient Care Technician/Assistant (CPTC/A) exam offered by the National Healthcare Association (NHA). This program includes a 3 credit course that combines theoretical knowledge with practical skills to ensure students are well-equipped to provide high-quality care to patients in various healthcare settings. Topics include, Patient Care; Compliance, Safety,& Professional Responsibility; Infection Control; Phlebotomy; EKG.

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- High school diploma or GED are required
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Proof of US Citizenship and Proof of GA Residency.

Approximate additional costs other than tuition, fees, and textbooks

-

Criminal background and drug screen (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)Students must be 16 years of age or older to get a background check and drug screen. This is a requirement for clinical.	$80.95Added fees for some background checks.
CPR (Required for Clinical)	$7.50-$8.50
Liability insurance per term	$10
Medical exam and immunizations	Varies
Tote bag (Required) Clear tote, alcohol wipes, chuxs, isolation gowns, gowns & blood pressure cuff.	$55
Uniforms and Shoes	Ranges based on sizes from $100-$150
Certification exam	$130

Contact Us
Vicky Mack, RN, Program Coordinator
Email: Vicky.Mack@sctech.edu
Phone: 770.412.4592

Program Courses

Required		
PCTA 1000	Patient Care Technician/Assistant Fundamentals	3

Total Credit Hours: 3

HA21 Health Care Assistant, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Butts and Henry Sites

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	Varies
Minimum Credit Hours for Graduation:	30

Program Description

The Health Care Assistant certificate of credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Assistant certificate if they plan to complete one of the following diplomas:

- Dental Assisting
- Medical Assisting
- Practical Nursing

Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See program advisor for any questions.

Contact Us

Vicky Mack, RN, Program Coordinator

Email: Vicky.Mack@sctech.edu

Phone: 770.412.4592

Program Courses

General Core courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
		Subtotal: 3

Must complete 8 to 14 credit hours of occupational courses

Note: Every occupational course, except the ALHS, BUSN, and MAST courses, requires approval from the *course's* program coordinator.

Central Sterile Supply Processing Technician—Advanced

CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Clinical I	4
CSSP 1022	Central Sterile Supply Processing Technician Clinical II	4

Electrocardiography Technology

ECGT 1030	Introduction to Electrocardiography	5

ECGT 1050	Electrocardiography Practicum	5

ECGT 1030 is not taught in the SUMMER TERM (FALL, SPRING only).

Nurse Aide or Patient Care Assistant

NAST 1100	Nurse Aide Fundamentals	6

Hemodialysis Patient Care Specialist

HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4

Phlebotomy Technician

PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

Specific Occupational Electives

ALHS 1054	Spanish for Allied Health Workers	3
BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2330	Adv Medical Document Processing/Transcription	4
COLL 1500	Student Success	3
MAST 1120	Human Diseases	3

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

CT13 Cardiovascular Technology, Associate of Applied Science

Offered at the Henry Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 Terms
Minimum Credit Hours for Graduation:	70

Program Description

The Cardiovascular Technology program is a sequence of courses that provide educational opportunities to individuals in didactic and clinical environments that will enable them to obtain skills, knowledge and attitudes necessary to graduate and become successful entry-level Cardiovascular Technologist specializing in Invasive Cardiac Catheterization. Cardiovascular Technology is a health technology profession centered on the evaluation, diagnosis and treatment of patients with cardiac diseases. A cardiovascular technologist performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis may be made.

Graduates of the program will be eligible to sit for the national board examination administered by Cardiovascular Credentialing International (CCI).

Accreditation

The Cardiovascular Technology degree program at Southern Crescent Technical College received initial accreditation on November 20, 2020. The Cardiovascular Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St. N. 7709
Seminole, FL 33775
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org
Note: Web: wwww.caahep.org

Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)
355 Hartford Ave West
Uxbridge, MA 01569
Phone: 413-628-5228
Fax: 727-210-2354
Email: office@jrccvt.org

Program Outcomes Data

JRC-CVT National Threshold: ≥ 60% of total number of individuals attempting the examination pass (3-year average) AND ≥ 70% of total number of graduates attempt the respective concentration/tract examination (3-year average)

Graduation Year	Invasive Exam	# Graduates Eligible to take exam	Students Attempted	Students Passed	Pass Rate	Exam Participation Rate	National Pass Rates
2022	RCIS	8	8	6	75%	100%	62.53%
2023	RCIS	9	9	6	67%	100%	72%
2024	RCIS	4	4	4	100%	100%	100%
3 Year Average	RCIS	21	21	16	80.6%	100%	78.2%

JRC-CVT National Thresholds ≥ 70% retention of the total number of students in the enrollment cohort. (3-year Average)

Graduation Year	Total Enrollment	Academic Attrition	Non Academic Attrition	Graduates	CompletionGraduation Rate	Academic Attrition Rate	Total Attrition Rate	Retention Rate
2022	**10**	**1**	**1**	**8**	**80%**	**1**	**20%**	**80%**
2023	10	1	0	9	**90%**	1	**10%**	**90%**
2024	7	1	2	4	**57%**	1	**43%**	**57%**
3 Year Average	27	3	3	25	**75.6%**	3	10.14%	75.6%

Positive Job Placement

JRC-CVT National Thresholds: ≥ 70% positive placement (3-year average)

Graduation Year	# of Graduates	Employed in Field within 6 Months	Employed in Field within 1 year	Military Service	Pursuing further degree	Total # Positive Placement	Positive Placement %
2022	**8**	**7**	**1**	**0**	**0**	**100 %**	**100 %**
2023	9	8	1	0	0	100 %	100 %
2024	4	4	N/A	0	0	100 %	100 %
3 Year Average	25	19	N/A	0	0	100 %	100 %

Admission Requirements

- Entry into this program is based on competitive admissions criteria
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.

Students will be required to have a minimum grade of C in each core course and a GPA of 2.5 or higher. Those who receive a grade below a C on any course may remove themselves from the track progression in the program and may have to wait until the course is offered again (usually the next year) to apply to repeat the course. Admission back into the program is dependent upon space available at the time the course is offered. Students are allowed to complete one Natural Science/Mathematics (MATH 1127 OR PHYS 1110/L) with Cardiovascular Technology program after program acceptance.

The student will be required to take the HESI A2 Examination, which will be a part of the admission criteria. The student's GPA and HESI A2 combined score will help determine admission into the Cardiovascular Technology program. Students will be placed on the program-ready list according to their program-ready date. All core courses and the HESI exam must be completed before the student is placed on the program-ready list. The student will then complete a program-ready application. Applicants will be accepted into the Cardiovascular Technology program for fall term. The cohort number is determined by clinical affiliate availability. In the event of a tie among program applicants, preference is given to students who have completed all core classes prior to program application.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Note: Prospective students already certified or licensed as a Registered Cardiovascular Invasive Specialist (RCIS) who wish to complete degree requirements may receive up to 8 credit hours of experiential credit with documentation of a current RCIS credentials by Cardiovascular Credentialing International (CCI). Cardiovascular technicians not currently nationally registered may receive experiential credit upon becoming nationally registered. Students must complete remaining degree requirements and complete a minimum of 18 credit hours at Southern Crescent Technical College in order to be awarded the degree.

Program Length

Program length includes prerequisite core completion PLUS four terms of occupational (CAVT) courses.

Prerequisites

Length of time to complete prerequisites varies depending on applicant's core course progression, transfer credits, and/or testing results.

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Contact Us

Janice Bush, M.S.Ed., Program Coordinator

Email: Janice.bush@sctech.edu

Phone: 770.412.4594

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
Second Term		
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
PSYC 1101	Introductory Psychology	3
MATH 1127	Introduction to Statistics	3
Third Term		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
Fourth Term		
CAVT 1002	Medical Physics	2
CAVT 1030	Electrophysiology and Cardiac Anatomy	3
CAVT 1100	Cardiac Catheterization Fundamentals	3
Fifth Term		
CAVT 1020	Cadiac Catherterization I	4
CAVT 1021	Cardiac Catheterization Clinical I (Introduction to the Clinical Environment)	3
CAVT 1080	Advanced Hemodynamics and Cardiac Physiology	3
Sixth Term		
CAVT 1090	Drug Calculations and Administration	2
CAVT 2020	Cardiac Catheterization 2	4
CAVT 2030	Cardiac Catheterization Clinical 2	6
Seventh Term		
CAVT 2050	Cardiac Catheterization Clinical 3	11
CAVT 2070	Cardiac Catheterization Registry Review I	2

HC23 Health Care Management, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Terms
Minimum Credit Hours for Graduation:	60

Program Description

The Health Care Management Associate of Applied Science degree provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting. Program graduates are trained to organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Students will be placed in the Health Care Management Degree if they plan to complete one of the following degrees:

- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Nursing Degree (RN)

Students applying for any of the above Allied Health programs are admitted to the college in the Health Care Management Degree program. Students must satisfy additional entrance criteria for each Allied Health program.

Program graduates receive an Associates of Applied Science Health Care Management Degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. Students should consult with an Allied Health advisor prior to enrolling in any courses as the choice of general education and occupational core classes may be impacted by the program specialization of choice.

Note: While all courses are offered, they may vary by term and campus. **Grading standards are very stringent. For students to progress to the next course of study or to be awarded a credential, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Area I Language Arts/Communication - 3 credit hours		
ENGL 1101	Composition and Rhetoric	3
	OR	
SPCH 1101	Public Speaking	3
		Subtotal: 3
Area II Social/Behavioral Sciences - 3 credit hours		
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
		Subtotal: 3
Area III Natural Sciences and Mathematics - 3 credit hours		
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1127	Introduction to Statistics	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	OR	
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
	OR	
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
		Subtotal: 3
Area IV Humanities and Fine Arts - 3 credit hours		
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ENGL 2110	World Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
	OR	
SOCI 1101	Introduction to Sociology	3
		Subtotal: 3
Select one course from Areas I, II, III, or IV-3 credit hours		
SPCH 1101	Public Speaking	3
	OR	

COMM 1100	Human Communication	3
	OR	
ENGL 1102	Literature and Composition	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 1112	World History II	3
	OR	
HIST 2111	U.S. History I	3
	OR	
HIST 2112	U.S. History II	3
	OR	
PSYC 1101	Introductory Psychology	3
		Subtotal: 3

Occupational Courses - Select Courses with Minimum 45 credit hours

	Allied Health Communication Course Option	3
ALHS 1140	Health Care Communication	3
	Biology Course Options	4
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
	OR	
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
	OR	
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
	Computer Course Option	3
COMP 1000	Introduction to Computer Literacy	3
	Document Production Course Options	3
BUSN 1440	Document Production	4
	OR	
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1460	Keyboarding and Document Formatting	4
	Electronic Health Records Course Options	2
MAST 2100	Electronic Medical Office Technology	2
BUSN 2350	Computerized Medical Office Skills	2
	Financial Accounting Course Options	4
ACCT 1100	Financial Accounting I	4
	OR	
ACCT 1105	Financial Accounting II	4
	Healthcare Administrative Procedures	3
MAST 1061	Front Office and Legal Implications	6
BUSN 2340	Medical Admin Procedures	4
	OR	
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2830	Healthcare Delivery Systems	3
	Healthcare Coding Course Options	3
BUSN 2375	Healthcare Coding	3
	Healthcare Compliance Course Options	3
BUSN 2810	Healthcare Compliance	3
	OR	
BUSN 2820	Healthcare Practice Law and Ethics	3
	Management/Practice Management Course Options	3
MGMT 2115	Human Resource Management	3
	OR	
BUSN 2440	Healthcare Leadership and Professional Effectiveness	3
BUSN 2800	Practice Management Fundamentals	3
	OR	
MGMT 1100	Principles of Management	3
	OR	
MAST 2108	Physician's Practice Management	6
	Medical Terminology Course Options	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2
	Psychology Course Option	3
PSYC 2103	Human Development	3
		Subtotal: 45

MA22 Medical Assisting, Diploma

Effective 202612

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall (*Day Classes ONLY*)
Minimum Length of Program:	3 Terms
Minimum Credit Hours for Graduation:	48

Program Description

The Medical Assisting diploma program is certified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. According to the Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting, the program goal is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. The sequence of courses emphasizes a combination of medical theory and practical application necessary for successful employment. The grading system for Medical Assisting requires a minimum course grade of C for progress from specified courses to more advanced courses. Classroom instruction and practical experience are divided between administrative skills and clinical skills in a variety of areas: scheduling appointments, banking, bookkeeping, insurance coding, hospital admissions, laboratory services, maintaining patient files, examination room techniques, assisting with minor surgery, administering medications, and performing diagnostic procedures including lab work and electrocardiography. During the program, the student gains experience in a physician's office or appropriate facility by participating in an externship. Clinical externship(s) may be scheduled day, evening, and on weekends. There is no remuneration for clinicals.

Employment Opportunities

Medical assistants work primarily in outpatient settings, including clinics, physicians' offices, insurance companies, public and private hospitals, inpatient and outpatient facilities, as well as with specialty practitioners, such as chiropractors, optometrists, and podiatrists in outpatient care centers, nursing, and residential care facilities.

1. The medical assisting program at Southern Crescent Technical College has a five-year average of 92.98% for job placement for the years 2019-2023.

2. The five-year average for the AMT exam passage rate for the years 2019-2023 is 99.12%

Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- Provide Official Final High School transcript (including graduation date and diploma type).
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Submit sufficient assessment
- Proof of US Citizenship and Proof of GA Residency.

Program Admission Requirements

- Be at least 18 years of age
- Submit a Medical Assisting Program application: https://www.sctech.edu/programs/allied-health-program-application/
- Have completed **all prerequisite classes as listed below:**
- Have successfully completed (or transferred in) ENGL 1010 (p. 560), PSYC 1010 (p. 622), (p. 622) MATH 1012 (p. 591), (p. 518) COMP 1000 (p. 518) or COLL 1500 (p. 518) and ALHS 1090 (p. 475)(with a grade of "C" or better)
- All general education and occupational core classes test must be completed and submitted before the student can be considered as a candidate for the program.
- Applicants must meet general admission requirements, as well as the following minimum requirements:
- The student will be responsible for making sure that all transcripts are received by the college and evaluated by the College Registrar by the application deadline.
- Program applications received after the deadline will not be accepted.
- If the student is not accepted and wishes to apply for the next semester class, the student must submit a new Medical Assisting Program application and test scores during the next application period.
- There is no waiting list for this program.
-

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Readmission Policy

Withdrawal from any MAST program class constitutes withdrawal from the program for that term. If a student withdraws for any reason (whether academic deficiency or personal issues), the student may be allowed to re-enter a cohort class at the point he/she withdrew from the program, provided the student demonstrates proficiency. This courtesy is extended only once. Readmission into the Medical Assisting program following withdrawal or first-time failure will be based on the following:

- Successful completion of written, comprehensive examinations for each previously successfully completed medical assisting course with a minimum competency of 85 percent, and
- Successful completion of a comprehensive lab skills check-off with a minimum of 85 percent.

Deficiencies will result in the student repeating course(s). Upon readmission into the Medical Assisting program, the student must complete additional requirements as deemed necessary by the program faculty, i.e. a physical, drug screen, background check, etc. Readmission will be based on availability within the classroom setting and clinical sites. This courtesy is extended only once. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another college, will not be readmitted into the program.

Transferring medical assisting students from other technical colleges must first complete and submit an enrollment application and official transcripts to Southern Crescent Technical College. Each medical assisting course listed in the transferring student's official transcript will be considered for transfer credit after the transferring student has demonstrated proficiency by examination as noted above with the exception of MAST 1080 and MAST 1090. MAST 1080, MAST 1090, MAST 1170 and MAST 1180 are not transferrable into the Medical Assisting program. A minimum of 25 percent of program courses must be completed on the SCTC campus for graduation from SCTC. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another

college, will not be readmitted into the program.

Withdrawn students or transfer students who desire readmittance must meet current admissions and curriculum requirements and will be admitted following the demonstration of competencies as noted above, completion of the online application https://www.sctech.edu/programs/allied-health-program-application/ with accompanying attachments, and classroom and clinical site availability.

All first-term MAST students and all MAST transfer students will be required to complete a new drug screen and background check.

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	approximately $150.00
Equipment/supplies	$50-100
National Registry (RMA)	$135.00
Liability insurance	$11.00 per semester
Background check/drug screen	varies
CPR (If Needed)	varies
ACEMAPP	$50.00

NOTE: Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.

Students who are unsuccessful after a second attempt at courses within the Medical Assisting curriculum will be advised to choose another program of study.

A student who has been convicted of a felony or misdemeanor may be admitted to the Medical Assisting program; however, such a conviction may prohibit a student from attending certain clinical sites and/or taking the Registry/Certification examination. Documentation of satisfying the penalty of the felony must be presented to the National Board with the exam application. Permission to sit for the examination rests solely with the National Board. Permission to attend a clinical site rests solely with the clinical facility.

Medical Assisting is a diploma program located on the Griffin and Flint River campuses. Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board.

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N., #7709

Seminole, FL 33775

727-210-2350

(www.caahep.org)

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions. **Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Basic Skills (9hrs)		
	English Requirement (3hrs)	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
	Math Requirement (3hrs)	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1005	Applied Technical Mathematics	3
	Psychology Requirement (3hrs)	
PSYC 1010	Basic Psychology	3
		Subtotal: 9
Occupational Courses (39hrs)		
	Computer Requirement (3 credit hrs)	

COMP 1000	Introduction to Computer Literacy OR	3
COLL 1500	Student Success	3
	Medical Terminology Requirement (2hrs)	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	Human Anatomy or Human Disease Requirement (3hrs)	
ALHS 1011	Structure and Function of the Human Body OR	5
MAST 1120	Human Diseases	3
MAST 1061	Front Office and Legal Implications	6
MAST 1112	Insurance and Claims Management	5
MAST 1080	Medical Assisting Skills I OR	4
MAST 1081	Fundamental Skills and Human Diseases	7
MAST 1030	Pharmacology in the Medical Office	4
MAST 1090	Medical Assisting Skills II OR	4
MAST 1091	Medical Assisting Advanced Skills	4
MAST 1130	Medical Assisting Externship & Seminar	8
		Subtotal: 39
		Total Credit Hours: 48

MF31 Medical Office Support Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Medical Receptionist TCC program prepares students for employment in a variety of positions in today's medical offices. This program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Students that complete the program receive a Technical Certificate of Credit as Medical Receptionist.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions. **Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Required		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1061	Front Office and Legal Implications	6
MAST 1112	Insurance and Claims Management	5
		Subtotal: 13

MI21 Medical Information Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Medical Information Specialist TCC focuses on the skills necessary for entry level work in the Medical Assisting field. This program will introduce students to medical terminology, human body systems and human body structure, human diseases, and human behavior and attitudes.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions. **Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

First Term		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PSYC 1010	Basic Psychology	3
MAST 1120	Human Diseases	3

MR51 Medical Receptionist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Medical Receptionist TCC program prepares students for employment in a variety of positions in today's medical offices. This program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Students that complete the program receive a Technical Certificate of Credit as Medical Receptionist.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by

term and campus. See the program advisor for any questions. **Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained.**

Contact Us

Christy Smith, B.B.A., Program Coordinator

Email: christy.smith@sctech.edu

Phone: 770.229.3197

Program Courses

Required		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1061	Front Office and Legal Implications	6
ALHS 1040	Introduction to Health Care	3
	Select both courses from Group 1 or Group 2 - 5 credit hrs	
	Group 1 - 7 credit hrs	
COMP 1000	Introduction to Computer Literacy	3
BUSN 1440	Document Production	4
	OR	
BUSN 1460	Keyboarding and Document Formatting	4
	OR	
	Group 2 - 5 credit hrs	
MAST 1112	Insurance and Claims Management	5

PT21 Phlebotomy Technician, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses Henry and COI Sites

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	24

Program Description

The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other health care providers in hospitals or other health care facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants must meet general admission requirements, as well as the following minimum requirements:

- Applicants who do not meet the regular admission requirements will be classified as either learning support or provisional status and must take the prescribed learning support courses to prepare for the core curriculum.
- Applicants must apply and be admitted to the Phlebotomy Program in the Admissions Office of Southern Crescent Technical College.
- Upon successful completion (or transfer in) of ALHS 1011 (or BIOL 2113 and 2114) ALHS 1090, ALHS 1040, ENG 1010, and COMP 1000 students must apply to the program-ready list.

Candidate selection is based on the following and in this order:

1. Date applied to program-ready list.
2. Completion of all core classes with a C or better.
3. Available classroom size and available clinical sites.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	$100 (approximate)
Equipment/supplies	$40 (approximate)
National Registry	$95 (may vary)
Liability insurance	$20
Medical exam	Varies
Background/drug screen	Varies
CPR	$5.50 (if taken with ALHS 1040)
ACEMAPP	$50 (approximate)

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Robert Hires, M.S.P.H., Program Coordinator

Email: Robert.hires@sctech.edu

Phone: 770.412.5754

Program Courses

First Term		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
Second Term		
PHLT 1030	Introduction to Venipuncture	3
Third Term		
PHLT 1050	Clinical Practice	5

Current CPR card required

PHLT 1050: A student who has been convicted of a felony or misdemeanor may be admitted to the Phlebotomy program; however such a conviction may prohibit a student from attending clinical sites and/or taking the Registry exam. Documentation of satisfying the penalty of the felony must be presented to the National Board with the exam application. Permission to sit for the exam rests solely with the National Board. Permission to attend a clinical site rests solely with the clinical facility.

Documentation of a physical examination is turned in during the first PHLT term with an accompanying completed drug screen and a background check sheet.

Note: Grading standards for Phlebotomy courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained. Students who are unsuccessful maintaining a C within the PHLT 1030 curriculum will be advised to choose another program of study.

PT71 Phlebotomy Technology Specialist, Technical Certificate of Credit (DUAL-ENROLLMENT ONLY)

Offered at the COI Site (DUAL-ENROLLMENT ONLY)

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Phlebotomy Technology Specialist Dual-Enrollment program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other health care providers in hospitals or other health care facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age*
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope*
- Meet assessment requirements

Readmission Policy

Readmission into the Phlebotomy program following a two semester gap will require:

- Reapply to the program
- PHLT 1030 repeated

Readmission in the Phlebotomy program following a one semester gap will require:

- Reapply to the program
- Successfully complete written comprehensive exam from PHLT 1030 with a minimum of 75%
- Successfully complete a skills check off. Deficiencies will result in the student repeating the PHLT 1030 course.

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

- Age requirement and high school diploma/GED are waived for High School dual enrollment students.

Contact Us

Robert Hires, M.S.P.H., Program Coordinator

Email: Robert.hires@sctech.edu

Phone: 770.412.5754

Program Courses

First Term		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3
PHLT 1030	Introduction to Venipuncture	3
Second Term		
PHLT 1050	Clinical Practice	5

Documentation of a physical examination is turned in during the first PHLT term with an accompanying completed drug screen and a background check sheet.

Note: Grading standards for Phlebotomy courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained. Students who are unsuccessful maintaining a C within the PHLT 1030 curriculum will be advised to choose another program of study.

AFA3 Associate of Applied Science in Allied Health Professions, Degree

Effective 202612

Offered at the Griffin and Flint Campuses

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	61

Program Description

The Associate of Applied Science Degree in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

Admission Requirements

- Submit completed application and application fee

- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Amy Adams, MSN, RNC-OB, Program Coordinator

Email: amy.adams@sctech.edu

Phone: 706.646.6322

Program Courses

Required

	Area I - Language Arts/Communications (3 credit hrs)	
ENGL 1101	Composition and Rhetoric	3
	Area II - Social/Behavioral Sciences (3 credit hrs)	
PSYC 1101	Introductory Psychology	3
	OR	
PSYC 2103	Human Development	3
	OR	
SOCI 1101	Introduction to Sociology	3
	Area III - Natural Sciences/Mathematics (3 credit hrs)	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
	Area IV - Humanities/Fine Arts (3 credit hrs)	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	General Education Core Requirements - Choose One from Area I, II, III or IV	3
	Practical Nursing (49 credit hrs)	
PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5
	OR	
	Medical Assisting (47 credit hrs)	
	ALHS Requirement (2 credit hrs)	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	Biology Requirement (8 credit hours)	
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
	Computer Requirement (3 credit hrs)	
COMP 1000	Introduction to Computer Literacy	3
MAST 1120	Human Diseases	3
MAST 1061	Front Office and Legal Implications	6
MAST 1112	Insurance and Claims Management	5
	MAST 1080 or MAST 1081	
MAST 1080	Medical Assisting Skills I	4
	OR	
MAST 1081	Fundamental Skills and Human Diseases	7
	MAST 1090 or MAST 1091	
MAST 1090	Medical Assisting Skills II	4
	OR	
MAST 1091	Medical Assisting Advanced Skills	4
MAST 1030	Pharmacology in the Medical	4

	Office	
MAST 1130	Medical Assisting Externship & Seminar	8

Subtotal: 61

Note:

If necessary, Learning Support courses should be completed during the first semester.

LB13 LPN Bridge RN Option

Offered at the Butts Center, Griffin Campus, Fayette Center, and Jasper Center

Program Entrance Term:	Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	67

Program Description

The LPN/Paramedic to RN Bridge Option, Associate Degree Nursing Program provides Licensed Practical Nurses and Licensed Paramedics with 1 year in field experience to become safe practitioners in the delivery of health care. The curriculum provides a strong foundation in the practice of nursing and prepares the student to function safely within the framework of the registered nurse role. Throughout the program, students integrate classroom theory with clinical experiences that are related to the theory component. Nursing education incorporates effective therapeutic communication techniques, critical thinking and clinical reasoning skills, and the development of sound nursing judgment. Clinical experiences are selected to provide the associate degree nursing student with the greatest opportunity to become clinically competent. The ultimate goal of the faculty is to prepare the student to become a safe practitioner of nursing who will be an asset to the nursing profession and continue his/her professional growth and development. Graduates of the program are eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Upon successfully passing the NCLEX-RN and meeting the requirements of the Georgia Board of Nursing, graduates are granted licensure to practice nursing in the state of Georgia as registered nurses.

Program graduates receive an Associate of Science (ASN) degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Accreditation

The Associate of Science in Nursing program at Southern Crescent Technical College at the Henry and Flint River Campus located in McDonough, GA and Thomaston, GA is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program
at https://www.acenursing.org/acen-programs-05202024/southern-crescent-technical-college-4d8fc

Program Outcomes Data

https://www.sctech.edu/programs/program-outcomes-data-sctc-asn-program/

College Admission Requirements:

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- Provide Official Final High School transcript (including graduation date and diploma type).
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Submit sufficient assessment
- Proof of US Citizenship and Proof of GA Residency.

Program Admission Requirements

- Submit an LPN/Paramedic Bridge Program Application application:

https://www.sctech.edu/programs/allied-health-program-application/

- Have completed **all prerequisite classes as listed below** prior to application date**:**
- Have successfully completed (or transferred in) ENGL 1101, ENGL 1102, PSYC 1101 and PSYC 2103 (with a grade of "C" or better). Have also completed the following courses: (MATH 1101 or MATH 1103 or MATH 1111), BIOL 2113, BIOL 2113L, BIOL 2114 and BIOL 2114L (with a grade of "B" or better) and must have completed and passed at least one of the following courses (with a "C" or better): ARTS 1101, ENGL 2130, HUMN 1101, THEA 1101, or MUSC 1101
- All general education, occupational core classes, and the HESI A2 examination must be completed and submitted before the student can be considered as a candidate for the program.

Applicants must meet general admission requirements, as well as the following minimum requirements:

- Submit current, unencumbered Practical Nursing or Paramedic License with the program application. Applicant must be licensed for one calendar year (365 days) at the time of application submission.
- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.
- **Please note** that the HESI A2 may only be taken **twice per calendar year**, and scores are valid for **one year** from the test date. It is *strongly recommended* that applicants take the HESI A2 **on the SCTC campus** to ensure the exam meets all required components. If the exam does not meet all requirements, **it will not be accepted**, and the applicant will be deemed **ineligible for admission**.
- The student will be responsible for making sure that all transcripts are received by the college and evaluated by the College Registrar by the application deadline.
- Program applications received before the application period or after the application period deadline will not be accepted or considered for admission.
- Applications for **spring admission** are accepted October 1-31 of each calendar year for Griffin Campus and Fayette Center. Application for **fall admission** are accepted June 1-30 of each calendar year for Butts Center and Jasper Center.
- If the student is not accepted and wishes to apply for the next class, the student must submit a new ASN Bridge Program application and HESI A2 scores during the next application period.
- There is no waiting list for this program.
- The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of TR is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Note: Grading standards for the Nursing degree Program are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every Nursing degree course. Students must maintain a minimum GPA of 2.0 to remain in the program.

Candidate Selection

- Selection criteria based on a formula using the combined information:

1. GPA (minimum 2.5 required for general education and occupational courses)
2. HESI A2 score (minimum of 70 required to apply to the nursing program)
3. Program application date

Meeting requirements does not guarantee admission into the nursing program. Nursing Program Application dates vary. Please consult with an Allied Health Advisor or the Allied Health Programs office for more information.

- Classroom spaces will be filled using the highest scores downward until the maximum enrollment total is reached.
- The student's application date will break any tie.

1. Application date is defined as the date when the student has their major listed as ASN in Banner.
2. All applicants will be notified of their program acceptance status **3-4** weeks after the LPN/Paramedic Bridge Program application acceptance deadline. . All

acceptance/denial emails will be sent to the student's Southern Crescent Technical College email account.

Note: If a student changes his/her declared major from ASN Program to a different diploma or degree program, and then back to the ASN program, the latest program application date will be used to determine placement.

Readmission Policy

If a student withdraws for any reason, the student **may be** allowed to re-enter the program the following year at the point in which the next class begins based on space availability. The student must reapply for program admission and compete with other Nursing program applicants. ***THIS COURTESY IS EXTENDED ONLY ONCE.***

The student must:

- Submit a new application to the LPN/Paramedic Bridge program.
- Submit a plan of action for success upon returning to the LPN/Paramedic Bridge program.
- Successfully complete written comprehensive examinations for each previously completed RNSG course with a minimum of 80 percent.
- Successfully complete drug calculations examination with a minimum competency of 90 percent.
- Successfully complete skill check offs. Deficiencies will result in the student repeating appropriate course/courses.
- Complete another criminal background check, drug screen and health screen as designated by participating clinical sites.
- Students who do not successfully complete the ASN program after two attempts, will not be readmitted into the program again.

Approximate additional costs other than tuition, fees, and textbooks

HESI A2 (Program entrance exam)	$105.00
ATI (part of curriculum)	$770.00/semester
Equipment/Supplies	$250.00
Uniforms	$200.00
Liability Insurance	$10.00
NCLEX-RN Exam	$200.00
ACEMapp	$50.00
Student Advantage	$78.00 +
CPR	$5.00
Graduation fees	$40.00

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tamika Baugh-Allen, Program Coordinator

Email: tamika.baughallen@sctech.edu

Phone: 770-412-5789

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

ENGL 1101, PSYC 1101, BIOL 2113, BIOL 2113L: Required

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
		Subtotal: 3

Second Term		
ENGL 1102	Literature and Composition	3
PSYC 2103	Human Development	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

BIOL 2114, BIOL 2114L, ENGL 1102: Required

Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Third Term		
RNSG 1024	Transitions to Professional Nursing	9
RNSG 1025	EMR Documentation	2
RNSG 1027	Nursing Pharmacology	3

Fourth Term		
RNSG 1028	Nursing Concepts I	7
RNSG 2025	Family Nursing	6

Fifth Term		
RNSG 2026	Mental Health Concepts	3
RNSG 2027	Nursing Concepts II	7
RNSG 2035	Capstone Nursing	4

Note:

If necessary, Learning Support courses should be completed during the first semester.

NG73 Nursing, Associate of Science in Nursing Degree

Offered at the Flint and Henry Campuses (Spring Only)

Program Entrance Term:	Spring
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	69

Program Description

The two-year associate-level Nursing program is a sequence of courses designed to prepare students for positions in the nursing profession. The curriculum is designed to produce highly-trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic person who possesses critical thinking/ problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning.

Program graduates receive an Associate of Science (ASN) degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Accreditation

The Associate of Science in Nursing program at Southern Crescent Technical College at the Henry and Flint River Campus located in McDonough, GA and Thomaston, GA is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm

Program Outcomes Data

https://www.sctech.edu/programs/program-outcomes-data-sctc-asn-program/

College Admission Requirements:

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- Provide Official Final High School transcript (including graduation date and diploma type).
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Submit sufficient assessment
- Proof of US Citizenship and Proof of GA Residency.

Program Admission Requirements

- Submit an ASN Program application: https://www.sctech.edu/programs/allied-health-program-application/
- Have completed **all prerequisite classes as listed below:**
- Have successfully completed (or transferred in) ENGL 1101, ENGL 1102, PSYC 1101 and PSYC 2103 (with a grade of "C" or better). Have also completed the following courses: (MATH 1101 or MATH 1103 or MATH 1111), BIOL 2113, BIOL 2113L, BIOL 2114 and BIOL 2114L (with a grade of "B" or better) and must have completed and passed at least one of the following courses (with a "C" or better): ARTS 1101, ENGL 2130, HUMN 1101, THEA 1101, or MUSC 1101
- All general education, occupational core classes, and the HESI A2 examination must be completed and submitted before the student can be considered as a candidate for the program.

Applicants must meet general admission requirements, as well as the following minimum requirements:

- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.

  Please note that the HESI A2 may only be taken **twice per calendar year**, and scores are valid for **one year** from the test date. It is *strongly recommended* that applicants take the HESI A2 **on the SCTC campus** to ensure the exam meets all required components. If the exam does not meet all requirements, **it will not be accepted**, and the applicant will be deemed **ineligible for admission**.

- The student will be responsible for making sure that all transcripts are received by the college and evaluated by the College Registrar by the application deadline.
- Program applications received after the deadline will not be accepted.
- Applications for spring admission are accepted August 1-31
- If the student is not accepted and wishes to apply for the next class, the student must submit a new ASN Program application and test scores during the next application period.
- There is no waiting list for this program.
- The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of TR is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Note: Grading standards for the Nursing degree Program are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every Nursing degree course. Students must maintain a minimum GPA of 2.0 to remain in the program.

Candidate Selection

- Selection criteria based on a formula using the combined information:

1. GPA (minimum 2.5 required for general education and occupational courses)
2. HESI A2 score (minimum of 70 required to apply to the nursing program)
3. Program application date

Meeting requirements does not guarantee admission into the nursing program. Nursing Program Application dates vary. Please consult with an Allied Health Advisor or the Allied Health Programs office for more information.

- Classroom spaces will be filled using the highest scores downward until the maximum enrollment total is reached.
- The student's application date will break any tie.

1. Application date is defined as the date when the student has their major listed as ASN in Banner.
2. All applicants will be notified of their program acceptance status **3-4** weeks after the ASN Program application acceptance deadline. All acceptance/denial emails will be sent to the student's Southern Crescent Technical College email account.

Note: If a student changes his/her declared major from ASN Program to a different diploma or degree program, and then back to the ASN program, the latest program application date will be used to determine placement.

Readmission Policy

If a student withdraws for any reason, the student **may be** allowed to re-enter the program the following year at the point in which the next class begins based on space availability. The student must reapply for program admission and compete with other Nursing program applicants. ***THIS COURTESY IS EXTENDED ONLY ONCE.***

The student must:

- Submit a new application to the ASN program.
- Submit a **plan of action** for success upon returning to the ASN program.
- Successfully complete written comprehensive examinations for each previously completed ASN course with a minimum of 80 percent.
- Successfully complete drug calculations examination with a minimum competency of 90 percent.
- Successfully complete skill check offs. Deficiencies will result in the student repeating appropriate course/courses.
- Complete another criminal background check, drug screen and health screen as designated by participating clinical sites.
- Students who do not successfully complete the ASN program after two attempts, will not be readmitted into the program again.

Approximate additional costs other than tuition, fees, and textbooks

HESI A2 (Program entrance exam)	$105.00
ATI (part of curriculum)	$765.00/semester
Equipment/Supplies	$250.00
Uniforms	$200.00
Liability Insurance	$10.00
NCLEX-RN Exam	$200.00
ACEMapp	$50.00
Student Advantage	$78.00 +
CPR	$5.00
Graduation fees	$40.00

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Stephanie Rogers, Program Coordinator

Email: stephanie.rogers@sctech.edu

Phone: 706-646-6178

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

ENGL 1101, PSYC 1101, BIOL 2113, BIOL 2113L: Required

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

	OR	
MATH 1111	College Algebra	3
		Subtotal: 3

Second Term		
ENGL 1102	Literature and Composition	3
PSYC 2103	Human Development	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

BIOL 2114, BIOL 2114L, ENGL 1102: Required

Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Third Term		
RNSG 1025	EMR Documentation	2
RNSG 1026	Fundamentals	6
RNSG 1027	Nursing Pharmacology	3

Fourth Term		
RNSG 1028	Nursing Concepts I	7
RNSG 2026	Mental Health Concepts	3
Fifth Term		
RNSG 2025	Family Nursing	6
RNSG 2027	Nursing Concepts II	7
Sixth Term		
RNSG 2028	Nursing Leadership	5
RNSG 2035	Capstone Nursing	4

Note:

If necessary, Learning Support courses should be completed during the first semester.

PT13 Paramedicine, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	67

Program Description

The Goal of the Paramedicine Associate of Applied Science degree program is to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance and serves as a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field and are not confined to ambulance services. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Students are encouraged to complete the degree core requirements prior to enrolling in the EMSP courses.

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Program Outcomes Data

https://www.sctech.edu/programs/program-outcomes-data-sctc-paramedic-program/

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine diploma or degree programs must have a current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I certification/licensure will be updated on the advanced EMT modules in the first-term courses.

Students may be required to complete secondary evaluations of general education competency and/or career-oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a program for more than five years will need to complete the entire complement of EMSP courses unless they are currently licensed as paramedics.

Students must be registered by an advisor during or following a mandatory program orientation.

Prospective students already certified or licensed as paramedics who wish to complete degree requirements may receive up to 41 credit hours of experiential credit with documentation of a current national paramedic certification by the National Registry of Emergency Medical Technicians. Licensed paramedics not currently nationally registered may receive experiential credit upon becoming nationally registered. Students must complete remaining degree requirements and complete a minimum of 18 credit hours at Southern Crescent Technical College in order to be awarded the degree.

Students with other allied health credentials may receive experiential credit for some course work following a verification of competency. The amount of experiential credit may not exceed that allowed by the College. The limit in experiential credit does not apply to currently licensed paramedics seeking degree completion as described above.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Practical Exam	$160.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The Emergency Medical Technician - Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
9355 – 113th St. N., #7709
Seminole, FL 33775
Main: (727) 210-2350
http://www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Main: (214) 703-8445
Fax: (214) 703-8992
http://www.coaemsp.org

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

First Term

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Second Term

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2510	Clinical Applications for the Paramedic - I	2
EMSP 2540	Clinical Applications for the Paramedic - IV	1

Third Term

ENGL 1101	Composition and Rhetoric	3
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2520	Clinical Applications for the Paramedic - II	2
EMSP 2550	Clinical Applications for the Paramedic - V	1

ENGL 1101: Required

Fourth Term

EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2530	Clinical Applications for the Paramedic - III	2
EMSP 2560	Clinical Applications for the Paramedic - VI	1
EMSP 2570	Clinical Applications for the Paramedic - VII	1

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Fifth Term

EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

General Core elective (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Class in this catalog)

Subtotal: 3

Note: All EMSP courses must be completed with a grade of C or better. Students must complete all clinical requirements before field internships may be scheduled and prior to completion of the EMSP 2720 final exit exam. Completion of field internships that are delayed by more than one term following completion of the final exit exam must repeat an evaluation of continued competency prior to being cleared for National Registry testing.

PT12 Paramedicine, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	57

Program Description

The Paramedicine diploma program provides students for a dynamic and advanced role within the Emergency Medical Services (EMS) profession. This program will provide students will the complex knowledge and skills necessary to provide patient care and transportation and function as part of a comprehensive EMS response, under medical oversight as a Paramedic. This program combines rigorous academic coursework with extensive hands-on training to develop the clinical, technical and decision-making skills necessary for effective emergency response. Students will learn to assess patients, administer medications, perform advanced airway management and use life-saving equipment under the guidance of experienced instructors and medical professionals.

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Program Outcomes Data

https://www.sctech.edu/programs/program-outcomes-data-sctc-paramedic-program/

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine diploma or degree programs must have a current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I certification/licensure will be updated on the advanced EMT modules in the first-term courses.

Students may be required to complete secondary evaluations of general education competency and/or career-oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Students must attend a mandatory program orientation prior to registering for classes.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a program for more than five years will need to complete the entire complement of EMSP courses unless they are currently licensed as paramedics.

Students with other allied health credentials may receive experiential credit for some course work following a verification of competency. The amount of experiential credit may not exceed that allowed by the College. The limit in experiential credit does not apply to currently licensed paramedics seeking degree completion as described above.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Practical Exam	$160.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The Emergency Medical Technician - Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
9355 – 113th St. N., #7709
Seminole, FL 33775
Main: (727) 210-2350
http://www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Main: (214) 703-8445
Fax: (214) 703-8992
http://www.coaemsp.org

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

Required		
	English Requirement (3hrs)	
ENGL 1005	Applied Technical Communication	3
	OR	
ENGL 1010	Fundamentals of English I	3
	Math Requirement (3hrs)	
MATH 1005	Applied Technical Mathematics	3
	OR	
MATH 1012	Foundations of Mathematics	3
	Psychology Requirement (3hrs)	
PSYC 1010	Basic Psychology	3
	ALHS Requirement (5hrs)	
ALHS 1011	Structure and Function of the Human Body	5
	Occupational Core	43
EMSP 2100	Paramedic Foundations	3
EMSP 2101	Paramedic Pharmacology & Airway Management	3
EMSP 2102	Paramedic Cardiology	7
EMSP 2201	Paramedic Experience I	1
EMSP 2202	Paramedic Experience II	2
EMSP 2103	Paramedic Medical Emergencies	7
EMSP 2104	Paramedic Trauma Care	5
EMSP 2203	Paramedic Experience III	2
EMSP 2204	Paramedic Experience IV	2
EMSP 2105	Paramedic Special Populations	3
EMSP 2106	Paramedic Applications	3
EMSP 2205	Paramedic Experience V	2
EMSP 2206	Paramedic Capstone Field Internship	3

Note: All EMSP courses must be completed with a grade of C or better. Students must complete all clinical requirements before field internships may be scheduled and prior to completion of the EMSP 2206 final exit exam. Completion of field internships that are delayed by more than one term following completion of the final exit must repeat an evaluation of continued competency prior to being cleared for National Registry testing.

EP12 EMS Professions, Diploma

Effective 202612

Offered at the Griffin and Flint River Campuses and Fayette COI

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	37

Program Description

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion:

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Be eligible for high school graduation or GED at the time of program completion.
- Meet assessment requirements
- Clinical affiliates may require that students be 18 years of age or older and graduated from high school or hold a GED in order to complete clinical rotations. High school students should consult an EMS advisor prior to enrolling in EMSP 1230, EMSP 1570, or EMSP 1580.

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs. Students must be registered by an advisor during or following a mandatory program orientation.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a program for more than five years will need to complete the entire complement of EMSP courses.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Note: Students completing the embedded EMT certificate requirements are eligible for testing at the EMT level. Candidates for EMT certification examination must be 18 years old or older and must have a high school diploma or GED. Students are required to take the National Registry EMT Exam prior to being eligible for testing at the AEMT level. Diploma students must complete general education courses prior to being approved for AEMT testing. All EMSP courses must be completed with a grade of C or better.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Practical Exam	$160.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program

from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone:770.467.6042

Program Courses

Required		
	English Requirement (3hrs)	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
	OR	
ENGL 1101	Composition and Rhetoric	3
	Math Requirement (3hrs)	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1005	Applied Technical Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
	Psychology Requirement (3hrs)	
PSYC 1010	Basic Psychology	3
	OR	
PSYC 1101	Introductory Psychology	3
	Medical Terminology Requirement (2hrs)	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	Human Anatomy Requirement [ALHS 1011 (5hrs) or BIOL 2113/L &BIOL 2114/L (8hrs)]	
	Structure & Function Requirement	
ALHS 1011	Structure and Function of the Human Body	5
	OR	
	Biology Requirement (8hrs)	
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
	Occupational Core	
	Emergency Medical Technician (EMT)	
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1
	Advanced Emergency Medical Technician (AEMT)	
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician Lab I	1
EMSP 1560	Advanced Emergency Medical Technician (AEMT) Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT) Lab II	1
EMSP 1570	Advanced Emergency Medical Technician Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1
		Subtotal: 37

EMH1 Advanced Emergency Medical Technician (AEMT), Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Advanced Emergency Medical Technician certificate program prepares students to provide advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the advanced knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students applying for admission to the Advanced Emergency Medical Technician (AEMT) Technical Certificate of Credit must have a current EMT certification or licensure OR must submit documentation of having completed an approved Emergency Medical Technician program and be eligible for certification or licensure. Additionally, this program is only offered embedded within the PT12, PT13, or EP12 programs.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs. Students must be registered by an advisor during or following a mandatory program orientation.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Practical Exam	$160.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email:donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

Required		
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician Lab I	1
EMSP 1560	Advanced Emergency Medical Technician (AEMT) Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT)	1

	Lab II	
EMSP 1570	Advanced Emergency Medical Technician Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1

Note: All courses must be completed with a grade of C or better. Students must complete all clinical requirements prior to taking the final exit exam for EMSP 1580.

EMSP 1570, EMSP 1580: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

EMSP 2130 may be taken in lieu of EMSP 1550 and EMSP 1550L. EMSP 2120 may be taken in lieu of EMSP 1560 and EMSP 1560L.

EB71 Emergency Medical Responder (EMR), Technical Certificate of Credit

Offered at the Fayette COI Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	11

Program Description

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of pre-hospital, industrial, and first responder settings. It is NOT designed to prepare students to serve as licensed personnel on an ambulance. It will meet requirements for those individuals who must be certified in CPR for health care providers and basic first aid. After successful completion of a SOEMST approved EMR program, the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination. Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Approximate additional costs other than tuition, fees, and textbooks

NREMT Cognitive Exam	$70.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Courses

Required		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1010	Emergency Medical Responder	4

Note: This program is available to high school students. However, it is open to adult students who have an interest in medical first response. These may include but not be limited to law enforcement and fire department

employees, safety officers in industrial plants, school and pre-school teachers and administrative staff and others. Students who have successfully completed the EMR certificate program and are nationally registered may receive advanced placement in the EMSP diploma by exempting EMSP 1110.

All courses must be completed with a grade of C or better.

EMJ1 Emergency Medical Technician (EMT), Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, Fayette COI

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 Emergency Medical Technician (Basic) technical certificate of credit. Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- High school diploma or GED are **NOT** required

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Students must attend a mandatory program orientation prior to registering for classes.

Approximate additional costs other than tuition, fees, and textbooks

Background/Drug Screening	$78.00+
Uniforms	$100.00
NREMT Cognitive Exam	$70.00
ACEMAPP	$45.00

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Donald Musgrave, Program Coordinator
Email: donald.musgrave@sctech.edu
Phone: 770.467.6042

Program Course

First Term		
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
Second Term		
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the	3

	EMT	
EMSP 1160	Clinical and Practical Applications for the EMT	1

EMSP 1160: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

Note: All courses must be completed with a grade of C or better. Except in very special circumstances, the EMT certificate is only offered as an embedded certificate within the EMSP diploma program.

PN21 Practical Nursing Certificate, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	49

Program Description

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as Practical Nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06 (5a & 5b). A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing certificate and have the qualifications of an entry-level practical nurse. The PN21 program is a certificate program to be implemented with new cohorts of students beginning Fall 2024 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

Accreditation

The Practical Nursing program at Southern Crescent Technical College at the Griffin and Flint River Campus located in Griffin, GA and Thomaston, GA is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm

Program Outcomes Data

https://www.sctech.edu/programs/program-outcomes-data-sctc-pn-program/

College Admission Requirements:

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- Provide Official Final High School transcript (including graduation date and diploma type).
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Submit sufficient assessment
- Proof of US Citizenship and Proof of GA Residency.

Admission Requirements

Submit completed application and application fee
Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
Meet assessment requirements

Upon admission to the College, practical nursing students are placed in the Health Care Assistant certificate while working on program admission requirements.
The curriculum includes instruction in the areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care in a variety of fields and settings, patient wellness, prevention of illnesses, and skills.

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

A minimum of 25 percent of the program must be completed on the campus intended for graduation.
Have completed the nationalized admissions testing for nursing and achieved a minimum score as designated by the program faculty.
Submit current HESI A2 scores (minimum score of 60 is required for this program).

Please note that the HESI A2 may only be taken **twice per calendar year**, and scores are valid for **one year** from the test date. It is *strongly recommended* that applicants take the HESI A2 **on the SCTC campus** to ensure the exam meets all required components.

If the exam does not meet all requirements, **it will not be accepted**, and the applicant will be deemed **ineligible for admission**.

Scores cannot be older than one year at the time of application

Program applications received outside of the deadline will not be accepted.
Please note! meeting requirements does not guarantee admission into the nursing program.
Classroom spaces will be filled using the highest scores downward until the maximum enrollment total is reached.

The student's application date will break any tie

Application date is defined as the date when the student has their major listed as PN in Banner.
All applicants will be notified of their program acceptance status 3-4 weeks after the PN program application acceptance deadline. All acceptance / denial emails will be sent to the student's Southern Crescent Technical College email account.

Candidate Selection

Selection of candidates for each practical nursing class will be based on a competitive admissions process. The following criteria will be used:

- Submit current HESI A2 scores (minimum score of 60 is required for this program). Scores cannot be older than one year at the time of application.

Note: If a student changes his/her declared major from practical nursing to a different diploma or degree program, and then back to practical nursing, the latest program application date will be used to determine placement.

- If the student is not accepted and wishes to apply for the next class, the student must submit a new PN Program application and test scores during the next application period.
- There is no waiting list for this program.

Practical Nursing Program Admissions Points Worksheet

Category	Description	Value
HESI A2: This category is required	Limited to 2 attempts per calendar year. Minimum composite score of 60. HESI A2 Score = Number of points awarded. Strongly recommended that the HESI A2 be taken at Southern Crescent to ensure all requirements are met. If the HESI A2 is taken at another facility, we cannot ensure its accuracy and may make the applicant ineligible. We do NOT accept or allow the HESI A2 to be taken online or virtually.	_____/ 100
Active Licensure/Certification, Diploma, Degree.*5 points awarded for **ONLY ONE** certificate, degree, or diploma.	This category is **not required**. Licensure must be active in the state of Georgia for at least one year and verified through the state registry.	_____/ 5
Work Experience:	At least **1 (one) year of verifiable Healthcare Work Experience within the last 2(two) years**. To verify work experience, a letter from the Human Resources Department of the employing company on their company letterhead verifying job title, job duties, and dates of employment must be received with the application by the deadline.	_____/ 5
Total Points		_____/ 110

Once accepted into the Practical Nursing program, the student must complete all heath requirements as described by participating clinical sites, including, but not limited to, a criminal background check, drug screening, and health screening.

There is no waiting list for the program. Applicants who are not selected must notify the Practical Nursing program staff by submitting another application if they wish to compete for admission into the next cohort class. Grading standards for practical nursing courses are very stringent. Students must maintain a minimum grade of C for progression to the next course of study.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Readmission Policy

Readmission into the Practical Nursing program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion of less than six months.
- Submission of a letter for consideration. The letter must state why you were not successful on your first

attempt, what has changed, and how you plan to be successful if accepted back into the program.

- Successfully complete written comprehensive examinations for each previously completed practical nursing course with a minimum of 80 percent.
- Readmission will be based on available space within the classrooms and clinical sites. Students who do not successfully complete the Practical Nursing program after two attempts, whether at this college or at another college, will not be readmitted into the program.
- A student must complete another criminal background check, drug screen, and health screen as designated by participating clinical sites.
- The required nationalized test score cannot be greater than one-year old at the time of application for readmission.
- A student must complete the program sequentially to be eligible to take the National Council Licensure Examination (NCLEX-PN).

Approximate additional costs other than tuition, fees, and textbooks

HESI A2 (Program entrance exam)	$105.00
Equipment/supplies	$700.00
Uniforms	$175.00
Licensing exam	$300.00
Liability insurance	$60.00
Medical fees/background check	$350.00
CPR	$5.50
Nursing pin	$40.00
Nursing cap	$15.75
Nursing lamp	$7.25
Nursing tote	$100.00
ACEMAPP	$50.00 per year
ATI	$700.00 per semester *(total - 3 semesters)*

The following is a required path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Erin Jones, Program Coordinator

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FALL Program Entrance

First Term: START FALL MANDATORY PN COHORT SEQUENCE

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1640	Pediatric Nursing	3

Second Term: SPRING MANDATORY PN COHORT SEQUENCE

PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4

Third Term: SUMMER MANDATORY PN COHORT SEQUENCE

PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1645	Practical Nursing Capstone	5

***Note: A new PN cohort begins every fall and spring on the Griffin and Flint River campuses.**

SPRING Program Entrance

First Term: START SPRING MANDATORY PN COHORT SEQUENCE

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1640	Pediatric Nursing	3

Second Term: SUMMER MANDATORY PN COHORT SEQUENCE

PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1630	Mental Health Nursing	4

Third Term: FALL MANDATORY PN COHORT SEQUENCE

PNSG 1625	Adult Health Nursing IV	6
PNSG 1635	Maternal Nursing	4
PNSG 1645	Practical Nursing Capstone	5

***Note: A new PN cohort begins every fall and spring on the Griffin and Flint River campuses.**

HPC1 Hemodialysis Patient Care Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Hemodialysis Patient Care Specialist technical certificate of credit equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants must meet general admission requirements, as well as the following minimum requirements.

Applicants who do not meet the regular admission requirements will be classified as either learning support or provisional status and must take the prescribed learning support courses to prepare for the core curriculum.

Applicants must apply and be admitted to the Hemodialysis program in the admissions department of Southern Crescent Technical College.

Upon successful completion (or transfer in) of ALHS 1040 and COMP 1000, students must apply to the program-ready list.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Candidate selection is based on the following and in this order:

1. Date applied to program-ready list
2. Completion of all core classes with a C or better
3. Available classroom size and available clinical sites

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	$100
Equipment/supplies	$40 (approximate)
Liability insurance	$10
Medical exam	Varies
Background/drug screen	Varies
CPR	$6.75 (if taken with ALHS 1040)

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Selena Jones, Adjunct Instructor, Phlebotomy

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Program Courses

First Term		
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
HECT 1100	Hemodialysis Patient Care	7
Second Term		
HECT 1120	Hemodialysis Practicum	4

Documentation of a physical examination is turned in during the first HECT term with an accompanying completed drug screen and background check sheet.

*A student who has been convicted of a felony or

misdemeanor may be admitted to the Hemodialysis Patient Care Specialist program; however such a conviction may prohibit a student from attending clinical sites and/or taking the National exam. Documentation of satisfying the penalty of the felony must be presented to the National Board with the exam application. Permission to sit for the exam rests solely with the National Board. Permission to attend a clinical site rests solely with the clinical facility.

Note: Grading standards for Hemodialysis Patient Care Specialist courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained. Students who are unsuccessful maintaining a C within the HECT 1100 curriculum will be advised to choose another program of study.

CN21 Nurse Aide, Technical Certificate of Credit

Offered at Griffin, Flint, Henry, Fayette, and GRCCA locations

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 term
Minimum Credit Hours for Graduation:	10

Program Description

The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide technical certificate of credit may be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) which determines competency to become enrolled in the state nurse aide registry.

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- High school diploma or GED are **NOT** required
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Proof of US Citizenship and Proof of GA Residency.

Approximate additional costs other than tuition, fees, and textbooks

Criminal background and drug screen (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)Students must be 16 years of age or older to get a background check and drug screen, This is a requirement for clinical.	$80.95Added fees for some background checks.
CPR	$7.50-$8.50
Liability insurance per term	$10
Medical exam and immunizations	Varies
Tote bag (Required) Clear tote, alcohol wipes, chuxs, isolation gowns, gowns & blood pressure cuff	$55
Uniforms and Shoes	Ranges based on sizes from $100-$150
Certification Exam	$130

For the Nurse Aide class, a required medical health packet should be completed prior to the first day of class in order to proceed to clinical. Please contact your CAP Advisor for further information.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Vicky Mack, RN, Program Coordinator

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Phone: 770.412.4592

Program Courses

First Term		
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

All classes MUST be passed with a grade of C or higher.

Second Term		
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6
	OR	
NAST 2105	Nurse Aide Fast Track	3

All classes MUST be passed with a grade of C or higher.

NAA1 Nurse Aide Accelerated, Technical Certificate of Credit

Offered at the COI and GRCCA Sites

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Nurse Aide Accelerated Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including nursing care facilities, general medical and surgical hospitals, community care facilities for the elderly, and home health care services. After the completion of the State approved training program, the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination administered by an approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry.

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- High school diploma or GED are **NOT** required
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Proof of US Citizenship and Proof of GA Residency.

Approximate additional costs other than tuition, fees, and textbooks

Criminal background and drug screen (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)	$79.50-81.50
CPR (Required for Clinical)	$6.75
Liability insurance per term	$10
Medical exam and immunizations	Varies
Equipment/supplies	$100
Uniforms	$150
Certification exam	$112

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Vicky Mack, RN, Program Coordinator

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Phone: 770.412.4592

Program Courses

Required		
ALHS 1040	Introduction to Health Care	3
	OR	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 2100	Nurse Aide Accelerated	7

NAF5 Nurse Aide Fast Track, Technical Certificate of Credit

Offered at the Butts, Flint River, Griffin, Henry County Center, Henry Academy, and Jasper

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	3

Program Description

The Nurse Aide Fast Track Technical Certificate of Credit Introduces the student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a resident/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury

College Admission Requirements

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- High school diploma or GED are **NOT** required
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Proof of US Citizenship and Proof of GA Residency.

Approximate additional costs other than tuition, fees, and textbooks

Criminal background and drug screen (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)Students must be 16 years of age or older to get a background check and drug screen. This is a requirement for clinical.	$80.95Added fees for some background checks.
CPR (Required for Clinical)	$7.50-$8.50
Liability insurance per term	$10
Medical exam and immunizations	Varies
Tote bag (Required) Clear tote, alcohol wipes, chuxs, isolation gowns, gowns & blood pressure cuff.	$55
Uniforms and Shoes	Ranges based on sizes from $100-$150
Certification exam	$130

For the Nurse Aide class, a required medical health packet should be completed prior to the first day of class in order to proceed to clinical. Please contact your CAP Advisor for further information.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Vicky Mack, RN, Program Coordinator

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Program Courses

Required		
NAST 2105	Nurse Aide Fast Track	3

RT23 Radiologic Technology, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 terms
Minimum Credit Hours for Graduation:	79

Program Description

This 28-month program is designed to prepare students to pass the examination given by the American Registry of Radiologic Technologists (ARRT), obtain employment as a Registered Technologist RT(R), and to function as Radiologic Technologists in a variety of clinical environments.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.

Upon admission to the College, students desiring the Radiologic Technology program will be placed in the Health Care Management Degree while working on program admission requirements. Acceptance into the Radiologic Technology program is a **competitive** selection process which is based on the **GPA** of prerequisite courses and the score on the ***HESI A2 Examination***.

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program. The student must successfully complete **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, MATH 1111 (or MATH 1101** (p. 592) **or MATH 1103** (p. 592)**), ENGL 1101, ALHS 1090, and SPCH 1101** with a minimum grade of C in conjunction with a minimum **3.0 GPA**. All of these courses must be completed by the last day of spring semester to be considered for fall semester entrance into the program. **There are no exceptions!** If a student retakes a course to improve his/her grade, the higher grade will be calculated into the GPA. Financial aid may or may not pay for a student to retake a course. **PSYC 1101, and one Humanities/Fine Arts elective** may be taken during the program to maintain full time status throughout the entire program. These courses must be completed before graduation with a minimum grade of "C" or better. If a student wishes to take these courses prior to program admission, he/she will not be full time the first two semester of the program. If a student transfers from another Radiologic Technology program, 25 percent of the program must be taken at SCTC.

All students must submit test scores from the HESI A2 Examination with a minimum score of 70. Scores cannot be more than a year old. It is strongly recommended that applicants take the HESI A2 **on the SCTC campus** to ensure the exam meets all required components. If the exam does not meet all requirements, **it will not be accepted,** and the applicant will be deemed **ineligible for admission.**

The student will be responsible for notifying program faculty, of his/her intent to compete, by completing the Allied Health Application **ONLY** if all program entrance requirements will be met by the end of the spring semester and HESI A2 Exam results have been submitted. All Allied Health Applications must be submitted on or before the **last day** of spring semester. If transfer credits are involved, the student will be responsible for making sure all transcripts are into the college by this deadline. Program faculty will **NOT** accept late submissions of Allied Health Applications, transfer credits, or HESI A2 Exam results. If the student is not accepted and wishes to re-compete the following year, the student must resubmit a new Allied Health Application and new HESI A2 Exam results. Allied Health Applications are available on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-program-application/. **There is no waiting list!**

Should there be more qualified students competing than available spaces, candidates are admitted based on the GPA, for courses listed above, plus the score on the HESI A2. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the Admission Assessment and Critical Thinking scores of the HESI A2. Spaces are filled from the highest score downward until the maximum enrollment total is reached. The student's program application date will break any tie. Application date is defined as the date when the student

applied to the college for the program or the date on the Change of Enrollment Form to the Radiologic Technology Program. All applicants will be notified of program status by email within three weeks following the competition deadline. Score trends are updated annually on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-programs-competitive-selections-score-trends/.

Applicants are accepted into the Radiologic Technology Program fall term (August) and are accepted only as full-time day students. Accepted students will begin the program as RT21 – Radiologic Technologist Assistant students. Upon completion of this TCC, the major code will change to RT23 – Radiologic Technology the second semester of the program. During the first term of the program and prior to starting clinical, each student is required to complete an online drug screen/background check through Advantage Students and will complete American Heart Healthcare Provider CPR certification. Each student accepted into the program is required to complete an evening clinical rotation.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

NOTE: Grading standards for radiologic technology courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be achieved in every RADT course. Students must also maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first term of the program. These students must re-compete for program entrance. This courtesy is extended only once. Upon readmission into the Radiologic Technology program, the student must prove content retention and complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Radiologic Technology Program Handbook.

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	$100
Uniforms (approx.)	$300
Liability insurance	$40
Medical Fees (approx.)	$400
Review seminar (optional)	$200
Registry application Fee	$225

NOTE: A student who has been convicted of a misdemeanor may be accepted into the Radiologic Technology program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, www.arrt.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dana Breeser, M.H.A, Program Coordinator

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Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

Natural Sciences/Mathematics elective—Choose one:		
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
		Subtotal: 3
Second Term		
SPCH 1101	Public Speaking	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
ALHS 1090	Medical Terminology for Allied Health Sciences	2
Third Term		
PSYC 1101	Introductory Psychology	3
RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
IMSA 1100	Clinical Practice	2
Fourth Term		
RADT 1060	Radiographic Procedures II	3
RADT 1065	Radiologic Science	2
RADT 1320	Clinical Radiography I	4
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3
Fifth Term		
RADT 1085	Radiologic Equipment	3
RADT 1330	Clinical Radiography II	7
RADT 2090	Radiographic Procedures III	2
Sixth Term		
RADT 1075	Radiographic Imaging	4
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 2340	Clinical Radiography III	6
Seventh Term		
RADT 2260	Radiologic Technology Review	3
RADT 2360	Clinical Radiography IV	9

***Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

CT91 Computed Tomography Specialist, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	21

Program Description

The Computed Tomography (CT) Technical Certificate of Credit program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB)
- Allied Health Application submitted no later than one month following the end of spring semester
- Submission of HESI A2 Examination

If a student transfers from another Computed Tomography Specialist Program, 50% of the program must be taken at SCTC.

Applicants are accepted into the Computed Tomography Specialist Program fall semester (August). Applicants must submit current HESI A2 Examination scores along with the Allied Health Application and current ARRT card. Should there be more qualified students competing than available spaces, candidates are admitted based on the results of the HESI A2 Exam for program entrance. Spaces are filled from the highest score downward until the maximum enrollment total has been reached.

HESI A2 Scores cannot be more than a year old at the time of program application. The HESI A2 can only be taken twice in a calendar year. Students must take the HESI A2 examination at Southern Crescent Technical College. This exam ~~It~~ is administered in the SCTC Testing Center and the results are accessed online by both students program faculty. The HESI A2 schedule of dates and times is located online. The student will be responsible for notifying program faculty, of his/her intent to compete, by completing the Allied Health Application no later than one month following the end of the spring semester and HESI A2 results have been submitted. Program faculty will **NOT** accept late submissions of Allied Health Applications or HESI A2 Exam results. If the student is not accepted and wishes to re-compete the following year, the student must resubmit a new Allied Health Application and new HESI A2 Exam results. Allied Health Applications are available on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-program-application/. **There is no waiting list!**

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

NOTE: Grading standards for Computed Tomography Specialist courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every RADT course. Students must also maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first semester of the program. This courtesy is extended only once. Upon readmission into the Computed Tomography Specialist Program, the student must prove content retention and complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Computed Tomography Specialist Program Handbook.

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	$100
Uniforms (approx.)	$150
Liability Insurance	$ 20
Medical Fees (approx.)	$400
Registry Application Fee	$200
Graduation Fees	$75

NOTE: A student who has been or becomes convicted of a felony or misdemeanor may be accepted into the Computed Tomography Specialist Program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, www.arrt.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Christopher Booth, BS, Program Coordinator

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Phone: 770.914.4415

Program Courses

First Term		
RADT 2201	Introduction To Computed Tomography	2
RADT 2220	Computed Tomography	3

	Procedures I	
RADT 2250	Computed Tomography Clinical I	4
Second Term		
RADT 2210	Computed Tomography Physics and Instrumentation	5
RADT 2230	Computed Tomography Procedures II	3
RADT 2265	Computed Tomography Clinical II	4

RT21 Radiologic Technologist Assistant, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	25

Program Description

The Radiologic Technician Assistant program places emphasis on maintaining adequate supplies in exam rooms, handling of oxygen tanks, ability to process CR & DR, knowledge of PACS system, transporting patients to/from all imaging areas, greeting patients and assist in preparing the patients for exams, preparation of the examination rooms, and dismissing the patient after the exam is completed giving any special instructions needed.

Admission Requirements

Submit completed application and application fee

Be at least 18 years of age

Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

Meet assessment requirements

If a student transfers from another Radiologic Technician Assistant Program, 50% of the program must be taken at SCTC.

This certificate is taught in conjunction with the Radiologic Technology Degree Program only.

All students must submit test scores from the HESI A2 Examination with a minimum score of 70. Scores cannot be more than a year old. It is strongly recommended that applicants take the HESIA2 on the SCTC campus to ensure the exam meets all required components. If the exam does not meet all requirements, it will not be accepted, and the applicant will be deemed ineligible for admission.

The student will be responsible for notifying program faculty, of his/her intent to compete, by completing the Allied Health Application ONLY if all program entrance requirements will be met by the end of the spring semester and HESI A2 Exam results have been submitted. All Allied Health Applications must be submitted on or before the last day of spring semester. If transfer credits are involved, the student will be responsible for making sure all transcripts are into the college by this deadline. Program faculty will NOT accept late submissions of Allied Health Applications, transfer credits, or HESI A2 Exam results. If the student is not accepted and wishes to re-compete the following year, the student must resubmit a new Allied Health Application and new HESI A2 Exam results. Allied Health Applications are available on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-program-application/. There is no waiting list!

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Should there be more qualified students competing than available spaces, candidates are admitted based on the GPA, for the courses listed above, plus the score on the HESI A2. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the Admission Assessment and Critical Thinking scores of the HESI A2. Spaces are filled from the highest score downward until the maximum enrollment total is reached. The student’s program application date will break any tie. Application date is defined as the date when the student applied to the college for the program or the date on the Change of Enrollment Form to the Radiologic Technology Program. All applicants will be notified of program status, by email within three weeks following the competition deadline. Score trends are updated annually on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-programs-competitive-selections-score-trends/.

Applicants are accepted into the Radiologic Technology Program fall semester (August) and are accepted only as full-time day students. Accepted students will begin the program as RT21 –

Radiologic Technologist Assistant students. Upon completion of this TCC, the major code will change to RT23 – Radiologic Technology the second semester of the program. During the first semester of the program each student is required to complete an online drug screen/background check through Advantage Students and will complete American Heart Healthcare Provider CPR certification. Each student accepted into the program is required to complete an evening clinical rotation.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

NOTE: Grading standards for Radiologic Technician Assistant courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every RADT course. Students must also maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program, unless the student withdraws prior to the completion of the first semester of the program. These students must re-compete for program entrance. This courtesy is extended only once. Upon readmission into the Radiologic Technology Program, the student must prove content retention and complete additional requirements as deemed necessary by program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Radiologic Technology Program Handbook.

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	$100
Uniforms (approx.)	$150
Liability Insurance	$40
Graduation Fees	$75

NOTE: A student who has been or becomes convicted of a felony or misdemeanor may be accepted into the Radiologic Technician Assistant Program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, www.arrt.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dana L. Breeser, MHA/ED, RT(R), Program Coordinator

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Phone: 770-233-6172

Program Courses

Curriculum		
ENGL 1101	Composition and Rhetoric	3
	Area II Social/Behavioral Sciences - Choose One: (Required)	3
COLL 1500	Student Success	3
ECON 1101	Principles of Economics	3
HIST 1111	World History I	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	Area III Natural Sciences/Mathematics - Choose One: (Required)	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
	Biology Requirement (8hrs)	
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

	Occupational Requirement	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
IMSA 1100	Clinical Practice	2
RADT 1010	Introduction to Radiology	4

MRI1 Magnetic Resonance Imaging (MRI) Specialist, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	24

Program Description

The Magnetic Resonance Imaging (MRI) technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform MRI exams, and to sit for the Post-Primary Magnetic Resonance Imaging (MRI) Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging (MRI), as well as providing for continuing educational requirements.

College Admission Requirements:

Prospective students entering all degree, diploma and certificate programs must do all of the following:

- Complete Application for Admissions ($25 Non-Refundable Fee).
- Provide Official Final High School transcript (including graduation date and diploma type).
- Submit all Official Final College transcripts (if you wish to transfer credits).
- Submit sufficient assessment
- Proof of US Citizenship and Proof of GA Residency.

Program Admission Requirements

- Submit completed College and Allied Health Applications together with applicable fee(s)
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Submit HESI A2 exam scores – students must score a minimum of a 60 for program admission
- Meet assessment requirements
- Must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry for Diagnostic Medical Sonography (ARDMS)
- Allied Health Application submitted no later than one month following the end of spring semester

If a student transfers from another Magnetic Resonance Imaging Specialist Program, 50% of the program must be taken at SCTC.

Applicants are accepted into the Magnetic Resonance Imaging Specialist Program fall semester (August). Applicants must submit current HESI A2 Examination ~~(HOAE)~~ scores along with the Allied Health Application and current ARRT card. Should there be more qualified students competing than available spaces, candidates are admitted based on the results of the HESI A2 Exam for program entrance. Spaces are filled from the highest score downward until the maximum enrollment total has been reached. The student's program application date will break any tie. Application date is defined as the date when the student completed the Allied Health Application. HESI A2 scores cannot be more than one year old at the time of program application. The HESI A2 can only be taken twice within the calendar year. Program faculty recommend students take the examination at Southern Crescent Technical College. It is administered in the Community Service Building and the results are accessed online by program faculty. The HESI A2 schedule of dates and times is located online at https://www.sctech.edu/economic-development/testing/. The student will be responsible for notifying program faculty, or his/her intent to compete, by completing the Allied Health Application no later than one month following the end of the spring semester and HESI A2 Exam results have been submitted. Program faculty will NOT accept late submissions of Allied Health

Applications or HESI A2 Exam results. If the student is not accepted and wishes to re-compete the following year, the student must resubmit a new Allied Health Application and new HESI A2 Exam results. Allied Health Applications are available on the Southern Crescent Technical College website at https://www.sctech.edu/programs/allied-health-program-application/. **There is NO waiting list!**

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

During the first term of the program and prior to the start of clinical, each student is required to complete an online drug screen/background check through Advantage Students. The student must also submit a current copy of an American Heart Healthcare Provider CPR certification.

NOTE: Grading standards for Magnetic Resonance Imaging (MRI) Specialist courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every MRIM course. Students must also maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

Readmission Policy If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first semester of the program. This courtesy is extended only once. Upon readmission into the Magnetic Resonance Imaging (MRI) Specialist Program, the student must prove content retention and complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Magnetic Resonance Imaging (MRI) Specialist Program Handbook.

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	$100
Uniforms (approx.)	$200
Liability Insurance	$ 20
Medical Fees (approx.)	$400
Registry Application Fee	$200
Graduation Fees	$75

NOTE: A student who has been or becomes convicted of a felony or misdemeanor may be accepted into the Magnetic Resonance Imaging (MRI) Specialist Program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, www.arrt.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tiffany Whitley, M.S.R.S., RT(R)(MR), Program Coordinator

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Program Courses

First Term		
MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6

Second Term		
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3

RCT3 Respiratory Care, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 terms
Minimum Credit Hours for Graduation:	78

Program Description

The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive a respiratory care associate degree which qualifies them to take the examinations to become a Registered Respiratory Therapist. Students may take the Therapist Multiple Choice Examination administered by the National Board for Respiratory Care. Upon successful completion of the High Cut score Exam, the graduate is eligible to take the Clinical Simulation portion of the Registry (RRT) Exam. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license.

Accreditation

The Respiratory Care Technology program at Southern Crescent Technical College is accredited by the following:

Commission on Accreditation for Respiratory Care

1. The CoARC's main webpage www.coarc.com
2. Programmatic outcomes data can be found at https://coarc.com/students/programmatic-outcomes-data/
3. Program number 200482

"CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented."

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.

Students will be required to have a minimum grade of C in each core course and a GPA of 2.5 or higher. Students are allowed to complete one Humanities/Fine Arts elective with Respiratory Care program after program acceptance.

The student will be required to take the HESI A2 Examination, which will be a part of the admission criteria. The student's GPA and HESI A2 combined score will determine admission into the Respiratory Care program. All core courses and the HESI A2 exam must be completed before the application to the program. Applicants will be accepted into the Respiratory Care Technology program for fall term. The cohort number is determined by clinical affiliate availability.

Applicants will be accepted into the Respiratory Care Technology program for fall term. Twenty students will be selected for each fall cohort; the cohort number is determined by clinical affiliate availability.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Candidate Selection

Selection of candidates for each respiratory care class will be based on a competitive admissions process. The following criteria will be used:

1. Math and Science core class GPA
2. Math and Science scores on HESI A2 Exam
3. Selection will utilize the following formula: Core class GPA X 100 + HESI A2 Score
4. Students must score a minimum of a 70 on the HESI A2 for program application.

Note: (A) If a student changes his/her declared major from Respiratory Care to a different degree program, and then back to Respiratory Care, the latest program application date will be used to determine placement. (B) A student who has been convicted of a felony or misdemeanor may be admitted to the Respiratory Care Technology program; however such conviction may prohibit a student from obtaining a Respiratory Care Practitioners' License. License approval rests solely with the Georgia Board of Medical Examiners. (C) Drug screen and background checks must be purchased through the school's selected vendor, and will be evaluated by clinical site only. The clinical site will have the right to refuse any student due to adverse background checks and drug screen results.

Respiratory Care Technology (Advanced Standing Program)

Students that have earned the CRT (entry-level respiratory certification) will have demonstrated mastery of the following major courses: RESP 1110, RESP 1120, RESP 1130, RESP 2090, RESP 2100, RESP 2110, RESP 2120, RESP 2130, RESP 2140, RESP 2150, RESP 2160, RESP 2180, RESP 2190, and RESP 2270. Due to their advanced standing, these students will be admitted into the Respiratory Care Technology program and will take (or transfer in) the 11 core courses, and take RESP 1193 while the regular standing students are taking their major courses. In their final semester, advanced-standing students will take RESP 2170 and RESP 2220 to graduate. Twenty-five (25) percent of coursework is needed to obtain the Associate of Applied Science degree.

Clinical Practice

RESP 2090 has two sections: A and B. RESP 2090 A and RESP 2090 B must be passed with a grade of a C or better to continue in the program.

Transfer Policy for Respiratory Care Program

In the event of a transfer from another Respiratory Care program, a letter of recommendation will be required. After review and approval of the core classes transferred and the letter of recommendation, the student may be accepted into the program. The student must test out of any transferred RESP classes by passing the final exam for each course transferred. If a passing score of 70 is not met, the student must then take the appropriate course and pass with a score of 70. Admissions will have the final decision over any **courses transferred in**. A transfer student's overall GPA must be 2.5 or greater in order to transfer into the Respiratory Care Program.

Readmissions Policy

In the event a student fails to meet the minimum required grade of C in any specific RESP course, the student may no longer continue in the program. The student can re-apply to the program one time only and if there is a program-ready list, will be placed on the program-ready list. Re-admission will depend upon the student's status on the list. Placement above program-ready students will not occur. Upon acceptance into the program for the second time, the student can select to repeat all the courses or take the final exams for each course previously taken and passed. The student will also be required to pass a skills performance and evaluation check in the school laboratory before reentrance into the clinical rotation courses.

NOTE: Grading standards for respiratory care courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be achieved in every RESP course.

Approximate additional costs other than tuition, fees, and textbooks

Students in the Respiratory Care program at Southern Crescent Technical College are required to have the following items for their clinical experience.

Item	Number	Price
Uniform jacket w/patch	2	$44-50 ($22-25 ea.)
Blue scrub top	2	$26-32 ($13-16 ea.)
Blue scrub pants	2	$26-32 ($13-16 ea.)
White shoes	1 pair	$80-100
Stethoscope	1	$25-30
Watch	1	$10-30
Bandage scissors	1	$5-10
Total:		$216-257

Additional Costs

Basic life support class	$20
Advanced life support class	$100
Immunizations	$137
AARC membership	$50
GA RCP license	$150
Liability insurance	$20
Self-assessment exam	$120
TMC exam	$190
Clinical Simulation exam	$190
ACEMAPP fee	$50
Symplr	$50
Drug Screen/Background Check	$80

Graduation Requirements

All respiratory care students are required to pass two comprehensive examinations in order to graduate from the program. The two comprehensive exams are administered in RESP 2170, Advanced Respiratory Care Seminar, The Therapist Multiple Choice written exam, and RRT clinical simulation.

Program Length

Program length includes prerequisite core completion PLUS four terms of occupational (RESP) courses.

Prerequisites

Length of time to complete prerequisites varies depending on applicant's core course progression, transfer credits, and/or testing results.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Duane Reed, Ed.D, Program Coordinator

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Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
Natural Sciences/Mathematics elective—Choose one:		
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
		Subtotal: 3

MATH 1111: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Second Term		
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
Choose ONE CHEM course and its corresponding lab:		
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
	OR	
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry Lab I	1
		Subtotal: 4
Social/Behavioral Sciences elective—Choose one:		
ECON 1101	Principles of Economics	3
	OR	

PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Humanities/Fine Arts elective—Choose one:

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Third Term

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Fourth Term

RESP 1110	Pharmacology	3
RESP 1120	Introduction to Respiratory Therapy	3
RESP 1130	Respiratory Therapy Lab I	4
RESP 1193	Cardiopulmonary Anatomy and Physiology	4
RESP 2090	Clinical Practices I	2

Fifth Term

RESP 2100	Clinical Practice II	2
RESP 2110	Pulmonary Disease	3
RESP 2120	Critical Respiratory Care	2
RESP 2130	Mechanical Ventilation and Airway Management	4
RESP 2140	Advanced Critical Care Monitoring	1
RESP 2180	Clinical Practice III	2

Sixth Term

RESP 2150	Pulmonary Function Testing	1
RESP 2160	Neonatal Pediatric Respiratory Care	3
RESP 2190	Clinical Practice IV	2
RESP 2270	Rehabilitation and Home Care	1

Seventh Term

RESP 2170	Advanced Respiratory Care Seminar	3
RESP 2200	Clinical Practice V	3
RESP 2220	Clinical Practice VI	7

ET81 Electrocardiography Technology, Technical Certificate of Credit

Offered at the Henry Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	26

Program Description

The Electrocardiographic Technician certificate program is intended to provide students with the workplace skills necessary to perform and evaluate 12-lead electrocardiographs and telemetry surveillance in hospitals and cardiology offices in order to assist physicians in the diagnosis and monitoring of the heart. Students will be provided an in-depth knowledge of principles, practices, standards, and techniques used in the work place. Students will be able to demonstrate skills in accordance with the policies and procedures in the following areas: basic cardiovascular anatomy and physiology, ECG techniques and recognition, and electrophysiology.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Jewel Wise, B.S., Program Coordinator

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Program Courses

First Term		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Second Term		
ECGT 1030	Introduction to Electrocardiography	5
Third Term		
ECGT 1050	Electrocardiography Practicum	5

ECGT 1050 (Clinical) can be taught in Fall, Spring, and Summer.

ST13 Surgical Technology, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Spring
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	70

Program Description

The Surgical Technology (ST) program provides entry-level skills in surgical technology. As an essential team-member in the operating room of hospitals, labor & delivery departments, outpatient surgical centers, and specialized surgical centers, the surgical technologist is responsible for tasks and duties in the perioperative phases of surgery. The surgical technology student will encounter training in the didactic and clinical setting in over twelve specialty areas. Topics include: aseptic technique, sterilization methods, surgical positioning and draping, perioperative case planning, surgical wound management, professional ethics, microbes and infection, perioperative pharmacology, robotic surgery, minimally invasive surgery, general surgery and various surgical specialties.

College Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Admission Requirements

Student is listed as a Healthcare Management student until completion of the Competitive Selection Process and acceptance into the ST Degree Program. The Competitive Selection Process is based on the combination of the highest competitive courses' GPA and HESI A2 examination score. Only courses found in the Healthcare Management are considered by Financial Aid while the student is under that program.

The ST Program, a daytime only program, will admit once each year at the Griffin Campus. The deadline to apply for Competitive Selection is the last day of the Summer Term. The program cohort begins each Spring Semester. The following steps are required:

- Complete the six competitive selection courses with a minimum grade of C or better; there is no minimum GPA required (ENGL 1101, MATH 1111, PSYC 1101, ALHS 1090, BIOL 2113, BIOL 2113L)
- Submit the Allied Health Program Application online https://www.sctech.edu/programs/allied-health-program-application/.
- Submit current HESI A2 scores (minimum score of 70 is required for this program). Scores cannot be older than one year at the time of application.
- Upon acceptance into the ST Program, the successful completion of a criminal background and drug screen along with a History and Physical prior to beginning the Spring cohort
- Obtain CPR certification – BLS Providers through the American Heart Association
- Completion of BIOL 2114 and BIOL 2114L prior to starting the Spring cohort is required

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the competitive admissions process.

Readmission Policy

Students who are not successful in their first attempt in the ST program and/or withdraw for medical reasons can attempt readmission based on the competitive selection process. Readmission is not guaranteed and is a one-time readmission with the following condition: repeat of the SURG1010 course. Grading standards for the Surgical Technology Program are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every Surgical Technology course.

Program Fees

The following fees are approximate and subject to change:

- Books - $600
- Uniforms - $100
- Background check - $80
- BLS card - $55
- Certification Exam - $250
- ACEMAPP - $50

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
9355 – 113th St. N., #7709
Seminole, FL 33775
727-210-2350
(www.caahep.org)

To contact ARC/STSA:
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
19751 E. Mainstreet, Ste 339
Parker, CO 80138
Main: (303) 694-9262
Fax: (303) 741-3655
http://www.arcstsa.org/

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Hannah Corbitt, Program Coordinator

Email: Hannah.corbitt@sctech.edu

Phone: 770-412-5778

Program Courses

First Term

ALHS 1090	Medical Terminology for Allied Health Sciences	2
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3

ENGL 1101, MATH 1111, PSYC 1101: Required

Second Term

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog).

Subtotal: 3

Third Term

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Fourth Term

SURG 1010	Introduction to Surgical	8

	Technology	
SURG 1020	Principles of Surgical Technology	9
SURG 2110	Surgical Technology Clinical I	3
Fifth Term		
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2120	Surgical Technology Clinical II	3
Sixth Term		
SURG 2040	Surgical Procedures II	4
SURG 2130	Surgical Technology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2

Business Programs

Major	Major Code
Applied Technical Management	
Applied Technical Management (AAS) (p. 248)	AS33
Accounting	
Accounting (AAS) (p. 251)	AC13
Accounting (Diploma) (p. 252)	AC12
Accounting Fundamentals (TCC) (p. 255)	AF21
Computerized Accounting Specialist (TCC) (p. 253)	CAY1
Office Accounting Specialist (TCC) (p. 254)	OA31
Payroll Accounting Specialist (TCC) (p. 255)	PA61
Tax Preparation Specialist (TCC) (p. 256)	TPS1
Enrolled Agent (TCC) (p. 256)	EAE1
Business Management	
Business Management (AAS) (p. 265)	MD13
Business Management (Diploma) (p. 267)	MD12
Basic Entrepreneurial Skills (TCC) (p. 260)	BF71
Entrepreneur Management (TCC) (p. 268)	EE71
Human Resource Management Specialist (TCC) (p. 269)	HRM1
Management and Leadership Specialist (TCC) (p. 270)	MAL1
Organizational Leadership Specialist (TCC) (p. 270)	OLS1
Service Sector Management Specialist (TCC) (p. 271)	SSM1
Small Business Management Specialist (TCC) (p. 271)	SB41
Small Business Owner (TCC) (p. 261)	SBF1
Supervisory/Management Specialist (TCC) (p. 272)	SS31
Business Technology	
Business Technology (AAS) (p. 257)	BA23
Business Technology (Diploma) (p. 259)	BA22
Administrative Support Assistant (TCC) (p. 262)	AS21
Legal Administrative Assistant (TCC) (p. 249)	LA11
Medical Receptionist	MR51
Microsoft Office Applications Professional (TCC) (p. 263)	MF41
Technical Specialist (TCC) (p. 263)	TC31
Logistics and Supply Chain Management	
Logistics and Supply Chain Management (AAS) (p. 273)	LAS3
Logistics Management Specialist (TCC) (p. 274)	LM21
Logistics Management Technician (TCC) (p. 276)	LMT1

Logistics and Supply Chain Technician (TCC) (p. 275)	LA51
Supply Chain Specialist (TCC) (p. 250)	SCS1
Freight Brokerage	FB11

BUSN 1440: Click here to take the online typing test https://www.sctech.edu/programs/busn-1440-typing-test/

AS33 Applied Technical Management, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	68

Program Description

The AAS in Applied Technical Management allows a student to complete a diploma in a TCSG program area and to continue to this AAS. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Students must have completed a diploma to receive this degree.

Note: This degree is not available as a dual-major for Business Management students. The course requirements are similar for both degrees, and students cannot receive two degrees for the same courses.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Frank Amaro, Ph.D., Program Coordinator

Email: Frank.Amaro@sctech.edu

Phone: (770) 229-3377

Program Courses

Completion of diploma program required for this AAS program (minimum of 37 credit hours) and the following courses.

First Term		
MGMT 1100	Principles of Management	3
ENGL 1101	Composition and Rhetoric	3
MGMT 1100, ENGL 1101: Required		
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Second Term		
MGMT 1105	Organizational Behavior	3
MGMT 1105: Required		
Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1112	College Trigonometry	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

Third Term

ACCT 1100	Financial Accounting I	4
MGMT 2125	Performance Management	3

ACCT 1100, MGMT 2125: Required

Specific Occupational elective—Choose One (Required)

ACCT 2140	Legal Environment of Business	3
	OR	
MGMT 1110	Employment Rules and Regulations	3

Subtotal: 3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

***Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

LA11 Legal Administrative Assistant, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	30

Program Description

This certificate program is intended to prepare student for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides students with the knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation. Students who complete the certificate should acquire the skills and knowledge to successfully sit for the Professional Legal Secretary certification exam.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **required**

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better.

Website: https://www.typingtestpro.com/

Access Code: SCTCstudent

TestID: ndbntk6z

After passing the online typing test, contact the CAP Center or Academic Affairs (770) 228-7348 or (877) 897-0006 to register for the course.

Please provide your name, Student ID, the semester you want to enroll in BUSN 1440, and the CRN of the course. If you do not pass the online typing test, you will need to register for BUSN 1100 Introduction to Keyboarding.

The following is a suggested path to complete this program in a timely manner. An individual’s path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: All Business Technology courses are offered online.

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

Select One of Two English courses - 3 credit hours		
ENGL 1010	Fundamentals of English I	3
ENGL 1101	Composition and Rhetoric	3
Required		
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1440	Document Production	4
BUSN 1400	Word Processing Applications	4
	Specific Occupational-Guided Elective (3)	3
Select One of Two Accounting courses - 3 credit hours		
ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4
Select One of Two courses		
BUSN 1230	Legal Terminology	3
PARA 1100	Introduction to Law and Ethics	3
Select One of Two courses		
BUSN 2220	Legal Administrative Procedure	3
PARA 1105	Legal Research and Legal Writing I	3

Total Credit Hours: 30

LS21 Logistics Specialist, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:

Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	9

Program Description

The Logistics certificate program is a sequence of courses that are designed to prepare students for employment in the field of logistics. The program combines specific occupational courses in the area of logistics which are designed to provide an overview of the logistical process, purchasing, material management, and product life cycle management.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

Email: Kimberly.carter@sctech.edu

Phone: (770) 914-4416

Program Courses

Required		
LOGI 1000	Business Logistics	3
LOGI 1015	Purchasing and Materials Management	3
LOGI 1030	Product Lifecycle Management	3

Total Credit Hours: 9

SCS1 Supply Chain Specialist, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Henry Site

Program Entrance Term:	
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Supply Chain Specialist certificate program provides foundational knowledge of activities associated with getting products from their point of origin to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, E-Commerce (EC), global supply chains, logistics, and transportation.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

Email: Kimberly.carter@sctech.edu

Phone: (770) 914-4416

Program Courses

Required		
LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 2103	Supply Chain Management	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain Concepts	3

Total Credit Hours: 18

AC13 Accounting, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Accounting associate degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3

	Select one of the following	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

Second Term

ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
	Accounting elective	3

Accounting elective: Required

Third Term

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
	Elective	3

Fourth Term

ACCT 2000	Managerial Accounting	3
	Accounting elective	3

Accounting elective: Required

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Fifth Term

	Accounting elective	3
	Elective(s)	6

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Accounting Electives

Required

ACCT 2100	Accounting Internship I	4
ACCT 2105	Accounting Internship II	8
ACCT 2110	Accounting Simulation	3
ACCT 2115	Bookkeeper Certification Review	3
ACCT 2120	Business Tax Accounting	3
ACCT 2125	Capstone Review Course of Accounting Principles	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
ACCT 2155	Principles of Fraud Examination	3
ACCT 2250	Representation and Specialized Returns	3

****Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

AC12 Accounting, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	42

Program Description

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting diploma.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
Choose one of the following Social/Behavioral Science courses		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Choose one of the following Math courses		
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3
		Subtotal: 3
Second Term		
ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
BUSN 1440	Document Production	4
	Accounting elective	3

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

Third Term		
ACCT 1130	Payroll Accounting	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
	Elective	3

Accounting Electives

Required		
ACCT 2100	Accounting Internship I	4
ACCT 2105	Accounting Internship II	8
ACCT 2110	Accounting Simulation	3
ACCT 2115	Bookkeeper Certification Review	3
ACCT 2120	Business Tax Accounting	3
ACCT 2125	Capstone Review Course of Accounting Principles	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
ACCT 2155	Principles of Fraud Examination	3
ACCT 2250	Representation and Specialized Returns	3

Accounting electives must be chosen from the list provided above.

Electives can be from any advisor-approved category.

CAY1 Computerized Accounting Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	21

Program Description

The Computerized Accounting Specialist program provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
	Specific Occupational Elective (3)	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4

OA31 Office Accounting Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Office Accounting Specialist program provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

AF21 Accounting Fundamentals, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Accounting Fundamentals Technical Certificate of Credit provides students with skills needed to perform a variety of basic accounting applications. The accounting coursework exposes students to the basic tenets of financial accounting and income tax law. Students are introduced to computers and exposed to a variety of software applications used in the business field.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: kwabena.banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
ACCT 1125	Individual Tax Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4

PA61 Payroll Accounting Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Payroll Accounting Specialist program provides entry-level skills in payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

Second Term

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3

TPS1 Tax Preparation Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Tax Preparation Specialist technical certificate is designed to provide entry-level skills for tax preparers. Topics include principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

Second Term

ACCT 2120	Business Tax Accounting	3
ACCT XXXX		

EAE1 Enrolled Agent, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	13

Program Description

The Enrolled Agent program is designed to prepare students for the Enrolled Agent Examination. The Enrolled Agent Exam is administered by the Internal Revenue Service (IRS) and represents the highest level of competency for a tax professional. Student completing this program are not only prepared for the examination, but are also prepared for entry level tax preparation. The program provides a strong foundation for the fundamentals of individual, business, gift and estate tax returns.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Kwabena Banahene, D.B.A., Program Coordinator

Email: Kwabena.Banahene@sctech.edu

Phone: (770) 467-6040

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
Second Term		
ACCT 2120	Business Tax Accounting	3
ACCT 2250	Representation and Specialized Returns	3

BA23 Business Technology, Associate of Applied Science Degree

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Technology, Associate of Applied Science degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better.

Website: https://www.typingtestpro.com/

Access Code: SCTCstudent

TestID: ndbntk6z

After passing the online typing test, contact the CAP Center or Academic Affairs (770) 228-7348 or (877) 897-0006 to register for the course.

Please provide your name, Student ID, the semester you want to enroll in BUSN 1440, and the CRN of the course. If you do not pass the online typing test, you will need to register for BUSN 1100 Introduction to Keyboarding.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: All Business Technology courses are offered online.

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
COMP 1000	Introduction to Computer Literacy	3
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: MATH course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Second Term

BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3

Note: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better. Click here to take the online typing test: https://www.sctech.edu/programs/busn-1440-typing-test/

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

Third Term

BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1400	Word Processing Applications	4
BUSN 2160	Electronic Mail Applications	2

Fourth Term

BUSN 1420	Database Applications	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
MGMT 1100	Principles of Management	3

Fifth Term

ACCT 1100	Financial Accounting I	4
	Six (6) Credit Hours of Guided Electives	6
BUSN 2210	Applied Office Procedures	3

Guided Electives (Select 6 Credit Hours)

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ACCT 2110	Accounting Simulation	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
ACCT 2155	Principles of Fraud Examination	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1180	Computer Graphics and Design	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronic Calculators	2
BUSN 1300	Introduction to Business	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 2170	Web Page Design	2
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
COLL 1500	Student Success	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Tech	3

MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MKTG 1100	Principles of Marketing	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1145	Law Office Management	3

BA22 Business Technology, Diploma

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	50

Program Description

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business technology.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better.

Website: https://www.typingtestpro.com/

Access Code: SCTCstudent

TestID: ndbntk6z

After passing the online typing test, contact the CAP Center or Academic Affairs (770) 228-7348 or (877) 897-0006 to register for the course.

Please provide your name, Student ID, the semester you want to enroll in BUSN 1440, and the CRN of the course. If you do not pass the online typing test, you will need to register for BUSN 1100 Introduction to Keyboarding.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: All Business Technology courses are offered online.

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
Choose one of the following Math courses		
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3
		Subtotal: 3
Choose one of the following two courses		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Second Term		
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts and	4

	Applications	
BUSN 1190	Digital Technologies in Business	2
BUSN 1440	Document Production	4

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better. Click here to take the online typing test: https://www.sctech.edu/programs/busn-1440-typing-test/

Third Term		
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1400	Word Processing Applications	4
BUSN 2160	Electronic Mail Applications	2
Fourth Term		
ACCT 1100	Financial Accounting I	4
	Six (6) Credit Hours of Guided Electives	6
BUSN 2210	Applied Office Procedures	3
Guided Electives (Select 6 Credit Hours)		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ACCT 2110	Accounting Simulation	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
ACCT 2155	Principles of Fraud Examination	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1180	Computer Graphics and Design	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronic Calculators	2
BUSN 1300	Introduction to Business	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 1420	Database Applications	4
BUSN 2170	Web Page Design	2
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
COLL 1500	Student Success	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Tech	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MKTG 1100	Principles of Marketing	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1145	Law Office Management	3

Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, **OR** successfully pass BUSN 1100 with grade of "C" or better. Click here to take the online typing test: https://www.sctech.edu/programs/business-technology/typing-test/

BF71 Basic Entrepreneurial Skills, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Basic Entrepreneurial Skills TCC is an institutionally-developed program that is ideal for high school sophomores and juniors. The goal of this TCC will be to insure that students are prepared for the next step after high school, whether that be to continue their education or immediately enter the workforce. The four courses the TCC comprises provide an enriching combination of business culture, personal effectiveness training, soft skills and student to worker success, organizational behavior and

personal finance. This program will provide students with a good understanding of themselves, personal finance management, business skills needed, and what to expect in the business culture.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
BUSN 1310	Introduction to Business Culture	3
MGMT 1105	Organizational Behavior	3
MGMT 2145	Business Plan Development	3
ACCT 2145	Personal Finance	3

SBF1 Small Business Owner, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Small Business Owner Technical Certificate of Credit is designed to provide industrial/trade and personal services diploma students with the additional entry-level skills necessary to operate a small business. Topics include Principles of Management, Small Business Management, Business Plan Development, and Principles of Accounting.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3

AS21 Administrative Support Assistant, Technical Certificate of Credit

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to Computer Literacy, word processing, and office procedures.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better.

Website: https://www.typingtestpro.com/

Access Code: SCTCstudent

TestID: ndbntk6z

After passing the online typing test, contact the CAP Center or Academic Affairs (770) 228-7348 or (877) 897-0006 to register for the course.

Please provide your name, Student ID, the semester you want to enroll in BUSN 1440, and the CRN of the course. If you do not pass the online typing test, you will need to register for BUSN 1100 Introduction to Keyboarding.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: All Business Technology courses are offered online.

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
	Specific Occupational-Guided Elective (6)	
Second Term		
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

Guided Electives		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronic Calculators	2
BUSN 1300	Introduction to Business	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 1420	Database Applications	4
CIST 1001	Computer Concepts	4
COLL 1500	Student Success	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2155	Quality Management Principles	3

Students enrolling in BUSN 1440 are required to take a

typing test indicating the ability to key at least 25 words per minute accurately, **OR** successfully pass BUSN 1100 with grade of "C" or better. Click here to take the online typing test: https://www.sctech.edu/programs/business-technology/typing-test/

MF41 Microsoft Office Applications Professional, Technical Certificate of Credit

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	22

Program Description

The Microsoft Office Applications Professional program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Office Specialist certification. Graduates of the program receive a Microsoft Office Applications Professional technical certificate of credit.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
	Specific Occupational-Guided Elective (3)	3
Second Term		
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
Guided Electives (Select 3 Credit Hours)		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2155	Principles of Fraud Examination	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronic Calculators	2
BUSN 1300	Introduction to Business	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1001	Computer Concepts	4
COLL 1500	Student Success	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3

TC31 Technical Specialist, Technical Certificate of Credit

Offered Online Only

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	36

Program Description

This degree-level certificate’s purpose is to prepare

students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, **OR** successfully pass BUSN 1100 with grade of "C" or better. **Click here to take the online typing test: https://www.sctech.edu/programs/busn-1440-typing-test/**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Karla Weaver, M.A., Program Coordinator

Email: Karla.Weaver@sctech.edu

Phone: (770) 233-6195

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1112	College Trigonometry	3
	OR	
MATH 1113	Precalculus	3

ENGL 1101: Required

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3

Social/Behavioral Sciences elective—Choose one:

PSYC 1101	Introductory Psychology	3
	OR	
ECON 1101	Principles of Economics	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 2111	U.S. History I	3
	OR	
POLS 1101	American Government	3
		Subtotal: 3

Second Term

Humanities/Fine Arts elective: Choose one:

ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
HUMN 1101	Introduction to Humanities	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Social/Behavioral Sciences elective—Choose one:

PSYC 1101	Introductory Psychology	3
	OR	
ECON 1101	Principles of Economics	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 2111	U.S. History I	3
	OR	
POLS 1101	American Government	3
		Subtotal: 3

General Education Core elective/Occupational Guided

elective

Subtotal: 6

Third Term

Humanities/Fine Arts elective: Choose one:

ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
HUMN 1101	Introduction to Humanities	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

General Education Core elective/Occupational Guided elective

Subtotal: 9

General Education Core and Occupational Guided Electives (15-18 hours)

Elective courses must be approved by the Certificate advisor. The list below constitutes only a sample of the options available for occupational courses.

ACCT 1100	Financial Accounting I	4
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
BUSN 1440	Document Production	4
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CIST 1001	Computer Concepts	4
ENGL 1105	Workplace and Technical Communication	3
MGMT 1100	Principles of Management	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Subtotal: 6

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

MATH 1112, MATH 1113, ENGL 1105, PHYS 1110, PHYS 1110L: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution

MD13 Business Management, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Human Resource Management, Logistics Management, Service Sector Management, or Small Business Management.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3
MGMT 1100	Principles of Management	3

ENGL 1101: Required

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

ACCT 1100 Prerequisite - COMP 1000 - Introduction to Computer Literacy "OR" COLL 1500 Student Success with a grade of "C" or better

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1127	Introduction to Statistics	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Second Term

MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Third Term

MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

Fourth Term

ACCT 1100	Financial Accounting I	4
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Fifth Term

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Complete one of the specializations below (12 hours)

Specializations—Choose One

General Management Specialization

	Choose any TWO (2)	6

	specialization courses below	
	Guided Elective	2
		Subtotal: 12

Human Resources Management Specialization

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2205	Service Sector Management	3
	Guided elective	3
		Subtotal: 12

Logistics Specialization

LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
	Guided elective	3
		Subtotal: 12

Service Sector Management Specialization

MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2205	Service Sector Management	3
	Guided elective	3
		Subtotal: 12

Small Business Management Specialization

MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
	Guided elective	3
		Subtotal: 12

Guided Electives/Occupational Specialization Courses

Required

ACCT 1115	Computerized Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Tech	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2220	Management Occupation-Based Instructions	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3

Note: Every student must pick a Specialization, which requires 12 credit hours. Each Specialization has two or three required MGMT courses plus one to two Guided Electives. Guided electives may include the Occupational Specialization Courses listed above or any additional General Education Course (p. 142) listed in the College Catalog.

MD12 Business Management, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	48

Program Description

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3
MGMT 1100	Principles of Management	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
Third Term		
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
Fourth Term		
ACCT 1100	Financial Accounting I	4
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
	Guided Elective	2

ACCT 1100 Prerequisite - COMP 1000 - Introduction to Computer Literacy "OR" COLL 1500 Student Success with a grade of "C" or better

Specific Occupational—Guided Electives

Required		
ACCT 1115	Computerized Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
LOGI 1000	Business Logistics	3
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Tech	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2220	Management Occupation-Based Instructions	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3

EE71 Entrepreneur Management, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Entrepreneur Management program will prepare students to enter into entry-level management positions within the business management field. Graduates will have a knowledge base that includes principles of management, performance management, small business management, and retail management.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age

- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

Required		
MGMT 1100	Principles of Management	3
MGMT 2150	Small Business Management	3
MGMT 2140	Retail Management	3
MGMT 2125	Performance Management	3

HRM1 Human Resource Management Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Human Resource Management Specialist program prepares individuals to perform human resources functions in the HR department in most companies. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Human Resources Management Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
	Guided elective	3
MGMT 1110	Employment Rules and Regulations	3
	OR	
MGMT 2120	Labor Management Relations	3
Second Term		
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

Specific Occupational—Guided Elective (3hours minimum)

Required		
ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3

MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2120	Labor Management Relations	3
MGMT 2135	Management Communication Tech	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2205	Service Sector Management	3

MAL1 Management and Leadership Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Management and Leadership Specialist program prepares individuals to become supervisors and leaders in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Management and Leadership Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 1110	Employment Rules and Regulations	3
	OR	
MGMT 2120	Labor Management Relations	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

OLS1 Organizational Leadership Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Organizational Leadership Specialist Certificate prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities, and enhances skills of existing managers. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive an Organizational Leadership Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

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Phone: (770) 412-4410

Program Courses

First Term		
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2125	Performance Management	3

SSM1 Service Sector Management Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Service Sector Management Specialist certificate prepares individuals to become supervisors in business and service-related companies. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Service Sector Management Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
MGMT 1100	Principles of Management	3
MGMT 2205	Service Sector Management	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
Second Term		
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3

SB41 Small Business Management Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

The Small Business Management Specialist certificate prepares individuals to manage and direct day-to-day functions of a variety of small businesses. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and success in small business management. Graduates will receive a Small Business Management Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

First Term		
MGMT 2140	Retail Management	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
	Subtotal:	**3**
Second Term		
ACCT 1100	Financial Accounting I	4
MGMT 2125	Performance Management	3
MGMT 2150	Small Business Management	3
Choose one of the following		
MGMT 1110	Employment Rules and Regulations	3
	OR	
MGMT 2120	Labor Management Relations	3

SS31 Supervisory/Management Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Supervisory/Management Specialist certificate prepares individuals to become supervisors in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Supervisory/Management Specialist TCC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any

questions.

Contact Us

Michael Cook, Ed.D., Program Coordinator

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

Program Courses

Required		
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
Choose one of the following		
MGMT 1110	Employment Rules and Regulations	3
	OR	
MGMT 2120	Labor Management Relations	3

LAS3 Logistics and Supply Chain Management, Associate of Applied Science Degree

Offered at the Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	62

Program Description

The Logistics and Supply Chain Management (LSCM) degree program is a sequence of courses designed to prepare students for entry level coordinator and salaried supervisor and positions in the LSCM profession. This degree program will provide students with an understanding of procurement, issues in executing local, national, and global supply chains, logistics, and transportation. The program also includes business management, accounting principles, economics of supply and demand, and database management skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

Email: Kimberly.carter@sctech.edu

Phone: (770) 914-4416

Program Courses

First Term		
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
COMP 1000	Introduction to Computer Literacy	3
SCMA 1000	Introduction to Supply Chain Management	3
LOGI 1000	Business Logistics	3
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Second Term		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
	OR	
BUSN 1410	Spreadsheet Concepts and	4

	Applications	
LOGI 1010	Purchasing	3

ENGL 1101, MATH 1111: Required

Third Term		
MGMT 1100	Principles of Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
LOGI 1020	Materials Management	3
SCMA 1015	E-Commerce in Supply Chain Management	3
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
		Subtotal: 3
Fourth Term		
MGMT 1115	Leadership	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
MGMT 2120	Labor Management Relations	3
SCMA 2103	Supply Chain Management Concepts	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
SCMA 2200	Capstone/Case Studies in Logistics Management	3

LM21 Logistics Management Specialist, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Logistics Management Specialist TCC program is a sequence of courses that is designed to prepare students for employment in the field of business logistics. The program focuses on specific occupational courses in the area of logistics that provide an overview of the process from product idea conception to product delivery to the consumer.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

Email: Kimberly.carter@sctech.edu

Phone: (770) 914-4416

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
Second Term		
MGMT 1100	Principles of Management	3
Choose one of the following:		
BUSN 1410	Spreadsheet Concepts and Applications	4
	OR	
MGMT 1115	Leadership	3

FB11 Freight Brokerage Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Freight Brokerage Certificate (TCC) is the first of its kind in the state of Georgia. It is designed to provide a general knowledge of freight brokerage, logistics and supply chain processes and practices, including logistics management basics, supply chain management, transportation management, freight brokerage operations and small business management. It will be comprised of LOGI 1000, SCMA 1000, SCMA 1003, MGMT 2150, as well as an institutionally-developed course, "Freight Brokerage Operations/LOGI 2000." This course will provide an overview of the planning, development, and execution of non-asset based freight brokerage transportation management services as well as focus on the process for obtaining a brokerage license, daily operations, building a shipper customer base, completing RFP/bids, negotiate rates, sourcing and qualifying motor carriers, federal, state, and local regulations, and gaining a detailed understanding of the diverse types of cargo as well as their respective transportation requirements and the dispatch process.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

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Phone: (770) 914-4416

Program Courses

First Term		
LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
Second Term		
MGMT 2150	Small Business Management	3
LOGI 2000	Freight Brokerage Operations	4

LA51 Logistics and Supply Chain Technician, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Logistics and Supply Chain Technician certificate program is designed to provide a general knowledge of logistics and supply chain processes and practices, including logistics management basics, supply chain management and transportation management.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by

term and campus. See the program advisor for any questions.

Contact Us

Kimberly Carter, M.S., Program Coordinator

Email: Kimberly.carter@sctech.edu

Phone: (770) 914-4416

Program Courses

First Term		
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
LOGI 1000	Business Logistics	3

LMT1 Logistics Management Technician, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Logistics Management Specialist TCC program is a sequence of courses that is designed to prepare students for employment in the field of business logistics. The program focuses on specific occupational courses in the area of logistics that provide an overview of the process from product idea conception to product delivery to the consumer.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 914-4416

Program Courses

First Term		
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
SCMA 1000	Introduction to Supply Chain Management	3
Second Term		
LOGI 1020	Materials Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3

Computer Information Systems Programs

Major	Major Code
Computer Programming	
Computer Programming (AAS) (p. 278)	CP23
Computer Programming (Diploma) (p. 282)	CP24
C++ Programmer (TCC) (p. 285)	CP21
Foundations of Computer Programming (TCC) (p. 286)	FF41
Java Programmer (TCC) (p. 287)	JP11
PHP Programmer (TCC) (p. 287)	PP21
Dual Enrollment C# Programmer (TCC) (p. 288)	MCH1
Dual Enrollment C++ Programmer (TCC) (p. 289)	MCR1
Cybersecurity	
Cybersecurity (AAS) (p. 281)	CY13
Cybersecurity (Diploma) (p. 283)	CY12
Cybersecurity (TCC) (p. 284)	IS81
Cybersecurity Fundamentals (TCC) (p. 280)	CW71
Database Specialist	
Database Specialist (AAS) (p. 289)	DS13
Database Specialist (Diploma) (p. 291)	DS14
SQL Server Database (TCC) (p. 285)	SSD1
Web Application	
Web Application Development (AAS) (p. 292)	IS43
Web Application Development (Diploma) (p. 293)	IS42
Mobile App Developer (TCC) (p. 294)	MG71
Social Media Developer (TCC) (p. 295)	SMD1
Web Application Developer (TCC) (p. 295)	IB71
Web Site Design/Development	
Web Site Design/Development (AAS) (p. 296)	IS53
Web Site Design/Development (Diploma) (p. 297)	IS64
Web Site Designer (TCC) (p. 298)	IS41
Web Site Developer (TCC) (p. 299)	ISE1
Graphics and Animation Developer (TCC) (p. 300)	GAA1
Graphic Design Developer (TCC) (p. 301)	GDD1
Web Front-End Developer (TCC) (p. 301)	WFD1
Networking	
Networking Specialist (AAS) (p. 302)	NS13
Networking Specialist (Diploma) (p. 303)	NS14
Cisco Certified Entry Network Technician (TCC) (p. 305)	CC41
Cisco Network Specialist (TCC) (p. 305)	CN71
CompTIA A+ Certified Technician Preparation (TCC) (p. 306)	CA71

Computer Hardware and Network Technician (TCC) (p. 306)	CHA1
Help Desk Specialist (TCC) (p. 307)	HD41
Information Technology Fundamentals (TCC) (p. 308)	IT41
Linux/UNIX System Administrator (TCC)	LA31
Microsoft Network Administrator (TCC) (p. 310)	MS11
Network Support Specialist (TCC) (p. 310)	NS31
Network Technician (TCC) (p. 311)	NT21

CP23 Computer Programming, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	66

Program Description

The Computer Programming associate degree program consists of courses designed to provide students with an understanding of the concepts, principles, and techniques required in writing computer software. Those interested in a Computer Programming Associate of Applied Technology degree should be highly motivated individuals who are interested in becoming an information technology professional. Program graduates are to be competent in the general areas of English/humanities/fine arts, social and behavioral sciences, natural sciences and mathematics, as well as in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

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Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1200	Database Management	4
CIST 1510	Web Development I	4
CIST 1200: Required		
Second Term		
ENGL 1101	Composition and Rhetoric	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3

CIST 2371	Java Programming I	4
	OR	
CIST 2311	Visual Basic I	4
	OR	
CIST 2351	PHP Programming I	4

ENGL 1101: Required

Third Term

CIST 2921	IT Analysis, Design, and Project Management	4

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

Choose one of the following courses:

ACCT 1100	Financial Accounting I	4
	OR	
BUSN 1300	Introduction to Business	3
	OR	
MGMT 1120	Introduction to Business	3

Fourth Term

CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
	OR	
CIST 2311	Visual Basic I	4
	OR	
CIST 2351	PHP Programming I	4

CIST 2361: Required

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better, but may not be offered at this institution.

Fifth Term

CIST 2362	C++ Programming II	4
CIST 2312	Visual Basic II	4
	OR	
CIST 2352	PHP Programming II	4
	OR	
CIST 2372	Java Programming II	4

CIST 2362: Required

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Specific Occupational elective

Subtotal: 3

Specific Occupational Electives

Required

CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fund	3
CIST 2381	Mobile Application Development	4
CIST 2580	Interactive and Social Apps Integration	4
CIST 2991	CIST Internship I	3

Note: Students are required to meet with their advisor for approval of occupational electives.

CW71 Cybersecurity Fundamentals, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin Campus and Henry Site

Program Entrance Term:

Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Cybersecurity Fundamentals TCC is a sequence of courses designed, upon completion of required prerequisite courses, to provide students with an understanding of the fundamental concepts, principles and techniques required in computer information processing. Completion of the TCC will prepare students to either continue more advanced studies in cybersecurity leading toward a Diploma or AAS Degree or broaden their current CIST knowledge base.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Rahul Anugu, MIT., Program Coordinator

Email: **Rahul.Anugu@sctech.edu**

Phone: (770) 467-6044

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Required		
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fund	3
CIST 1602	Security Policies and Procedures	3
Select one of the following		
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4

Total Credit Hours: 18

CY11 Cybersecurity Basics, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	11

Program Description

The Cybersecurity Basics TCC includes a series of courses designed to provide students with the basic knowledge, concepts, principles, and skills required in computer information processing. Completion of this TCC will prepare students for employment as computer support specialists and to advance in the field of cybersecurity.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Rahul Anugu, MIT., Program Coordinator

Email: **Rahul.Anugu@sctech.edu**

Phone: (770) 467-6044

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Required		
CIST 1122	Hardware Installation and Maintenance	4
CIST 1001	Computer Concepts	4
CIST 1601	Information Security Fund	3
		Subtotal: 11

CY13 Cybersecurity, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Cybersecurity degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Cybersecurity Specialists or Information Security Analysts.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Rahul Anugu, MIT., Program Coordinator

Email: **Rahul.Anugu@sctech.edu**

Phone: (770) 467-6044

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
ENGL 1101	Composition and Rhetoric	3
	General Education Core Requirements - Choose One from Area I, II, III or IV	3

General Core Elective: see General Education Core Classes (p. 142) in this catalog.

Second Term		
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1602	Security Policies and Procedures	3

Third Term		
CIST 1601	Information Security Fund	3
Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better, but may not be offered at this institution.

Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Fourth Term		
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
Fifth Term		
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
	CIST Elective (4)	

CP24 Computer Programming, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	52

Program Description

The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an information technology professional. Program graduates are to be competent in the general areas of English/humanities/fine arts, social and behavioral sciences, natural sciences and mathematics, as well as in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a

C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1200	Database Management	4
CIST 1510	Web Development I	4
CIST 1200: Required		
Second Term		
ENGL 1010	Fundamentals of English I	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 2311	Visual Basic I	4
	OR	
CIST 2351	PHP Programming I	4
	OR	
CIST 2371	Java Programming I	4
Third Term		
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
CIST 2921	IT Analysis, Design, and Project Management	4
MATH 1012: Required		
Fourth Term		
CIST 2361	C++ Programming I	4
CIST 2311	Visual Basic I	4
	OR	
CIST 2351	PHP Programming I	4
	OR	
CIST 2371	Java Programming I	4
CIST 2361: Required		
Fifth Term		
CIST 2362	C++ Programming II	4
CIST 2312	Visual Basic II	4
	OR	
CIST 2352	PHP Programming II	4
	OR	
CIST 2372	Java Programming II	4
CIST 2362: Required		

Note: Students are required to meet with their advisor for approval of occupational electives.

CY12 Cybersecurity, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	46

Program Description

The Cybersecurity program provides students with hands on and technical training in the concepts, principles, and techniques required to successfully prevent and/or mitigate security issues on computing devices in a networked environment. Students will learn best practices for the design of secure modern networks as well as how to secure existing computing devices and networks. Students will learn about evolving threats and the proper use of specific security tools. Both security theory and hands on practice are stressed.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Rahul Anugu, MIT., Program Coordinator

Email: **Rahul.Anugu@sctech.edu**

Phone: (770) 467-6044

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1401	Computer Networking Fundamentals	4
ENGL 1010	Fundamentals of English I	3
CIST 1601	Information Security Fund	3
Second Term		
CIST 1122	Hardware Installation and Maintenance	4
CIST 2451	Introduction to Networks - CISCO	4
MATH 1012	Foundations of Mathematics	3
CIST 2601	Implementing Operating Systems Security	4
	CIST Networking Elective (4)	
Third Term		
CIST 2602	Network Security	4
EMPL 1000	Interpersonal Relations and Professional Development	2
CIST 2612	Computer Forensics	4
	CIST Networking Elective (4)	

Note: Students are required to meet with their advisor for approval of occupational electives.

IS81 Cybersecurity, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	26

Program Description

The Cybersecurity certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Rahul Anugu, MIT., Program Coordinator

Email: **Rahul.Anugu@sctech.edu**

Phone: (770) 467-6044

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1601	Information Security Fund	3

CIST 2601	Implementing Operating Systems Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 1602	Security Policies and Procedures	3

Second Term

CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

Note: Students are required to meet with their advisor for approval of occupational electives.

CP21 C++ Programmer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The C++ Programmer TCC measures a student's ability to accomplish coding tasks related to the basics of programming in the C++ language and the fundamental notions and techniques used in object-oriented programming. Completers of this certificate are C++ Programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term

CIST 1305	Program Design and Development	3

Second Term

CIST 1210	Introduction to Oracle Databases	4
	OR	
CIST 1220	Structured Query Language (SQL)	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4

CIST 1210: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

CIST 1220: Database Management is a prerequisite for these courses.

SSD1 SQL Server Database, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	34

Program Description

The SQL Server Database Administrator program is designed to provide skills in designing and implementing databases.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Required		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
	SQL Option	4
CIST 1210	Introduction to Oracle Databases	4
	OR	
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
	CIS Programming Language Course	4
CIST 2222	Administering Microsoft SQL Server	4
CIST 2224	Designing and Implementing Databases with Microsoft SQL Server	4
CIST 2411	Microsoft Client	4
	Microsoft Server Elective	4

Total Credit Hours: 34

FF41 Foundations of Computer Programming, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 term
Minimum Credit Hours for Graduation:	15

Program Description

This program provides an introduction to computer programming. Instruction covers basic operating systems, programming concepts, structured programming, and problem solving. This technical certificate is an embedded certificate within the existing computer programming diploma and associate degree programs. Students can receive this TCC during their first two semesters, this gives students a chance to start receiving certificates as they work toward their diploma and degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Required		
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 2371	Java Programming I	4

JP11 Java Programmer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	22

Program Description

The Java Programmer certificate provides the opportunity for students and IT professionals to add Java program language skills and object oriented programming skills to their IT knowledge base. Completers of this certificate are Java Programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1305	Program Design and Development	3
CIST 1200	Database Management	4
CIST 2371	Java Programming I	4
Second Term		
CIST 1510	Web Development I	4
CIST 1220	Structured Query Language (SQL)	4
CIST 2372	Java Programming II	4

CIST 1220: Database Management is a prerequisite for these courses.

PP21 PHP Programmer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

Certificate focuses on the general writing and implementation of generic and customized programs to drive operating systems and that generally prepares individuals to apply the methods and procedures of software design and programming to software installation and maintenance.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 2351	PHP Programming I	4
Second Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 2352	PHP Programming II	4

CIST 1220: Database Management is a prerequisite for these courses.

MCH1 Dual Enrollment C# Programmer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	25

Program Description

The C# Programmer certificate provides the opportunity for students and IT professionals to add C# programming language skills and NET skills to their IT knowledge base. Completers of this certificate are C# Programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065. While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1305	Program Design and	3

	Development	
CIST 1220	Structured Query Language (SQL)	4
CIST 2341	C# Programming I	4
CIST 1510	Web Development I	4

CIST 1220: Database Management is a prerequisite for these courses.

Second Term		
CIST 2342	C# Programming II	4
MATH 1012	Foundations of Mathematics	3
	CIST Elective (4)	

MCR1 Dual Enrollment C++ Programmer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The C++ Programmer certificate provides the opportunity for students and IT professionals to add C++ program language skills and object oriented programming skills to their IT knowledge base. Completers of this certificate are C++ Programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065. While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1305	Program Design and Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 2361	C++ Programming I	4

CIST 1220: Database Management is a prerequisite for these courses.

Second Term		
CIST 2362	C++ Programming II	4
ENGL 1010	Fundamentals of English I	3

DS13 Database Specialist, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Computer Information Systems - Database Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as database specialists.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1200	Database Management	4
CIST 1305	Program Design and Development	3
Second Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 2411	Microsoft Client	4
CIST 2414	Windows Server Identity Services	4
Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Third Term		
ENGL 1101	Composition and Rhetoric	3
CIST 2921	IT Analysis, Design, and Project Management	4
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Fourth Term		
CIST 2222	Administering Microsoft SQL Server	4
Choose one Programming Language		
CIST 2361	C++ Programming I	4
	OR	
CIST 2371	Java Programming I	4
		Subtotal: 4
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Specific Occupational elective		
		Subtotal: 3

Fifth Term		
CIST 2224	Designing and Implementing Databases with Microsoft SQL Server	4

Specific Occupational Electives

Required		
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1601	Information Security Fund	3
CIST 2311	Visual Basic I	4
CIST 2351	PHP Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2412	Microsoft Server Installation and Maintenance	4

Note: Students are required to meet with advisor for approval of CIST programming language and occupational electives.

DS14 Database Specialist, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	53

Program Description

The Computer Information Systems - Database Specialist diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as database specialists.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1200	Database Management	4
CIST 1305	Program Design and Development	3
Second Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 2411	Microsoft Client	4
CIST 2414	Windows Server Identity Services	4
MATH 1012	Foundations of Mathematics	3
Third Term		
ENGL 1010	Fundamentals of English I	3
CIST 2921	IT Analysis, Design, and Project Management	4
EMPL 1000	Interpersonal Relations and Professional Development	2

	Specific Occupational Elective (3)	3
Fourth Term		
CIST 2222	Administering Microsoft SQL Server	4
Choose one Programming Language		
CIST 2361	C++ Programming I	4
	OR	
CIST 2371	Java Programming I	4
	Subtotal:	**4**
Fifth Term		
CIST 2224	Designing and Implementing Databases with Microsoft SQL Server	4

Specific Occupational Electives

Required		
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1601	Information Security Fund	3
CIST 2311	Visual Basic I	4
CIST 2351	PHP Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2412	Microsoft Server Installation and Maintenance	4

Note: Students are required to meet with their advisor for approval of CIST programming language and occupational electives.

IS43 Web Application Development, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Web Applications Development program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as E-Commerce web programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1510	Web Development I	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
Second Term		
ENGL 1101	Composition and Rhetoric	3
CIST 1520	Scripting Technologies	3
CIST 2351	PHP Programming I	4

ENGL 1101: Required

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Third Term

CIST 1220	Structured Query Language (SQL)	4
CIST 2352	PHP Programming II	4
CIST 2921	IT Analysis, Design, and Project Management	4

CIST 1220: Database Management is a prerequisite for these courses.

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Fourth Term

CIST 2381	Mobile Application Development	4
CIST 2550	Web Development II	3

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Fifth Term

CIST 1601	Information Security Fund	3
CIST 2580	Interactive and Social Apps Integration	4
CIST 2950	Web Systems Project	3
	OR	
CIST 2991	CIST Internship I	3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

Note: Students are required to meet with their advisor for approval of occupational electives.

IS42 Web Application Development, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	54

Program Description

The Web Applications Development program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as E-Commerce web programmers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age

- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
Second Term		
CIST 2351	PHP Programming I	4
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Third Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 1520	Scripting Technologies	3
CIST 2352	PHP Programming II	4
CIST 2921	IT Analysis, Design, and Project Management	4
Fourth Term		
CIST 1601	Information Security Fund	3
CIST 2381	Mobile Application Development	4
CIST 2550	Web Development II	3
CIST 2580	Interactive and Social Apps Integration	4

CIST 1220: Database Management is a prerequisite for these courses.

MG71 Mobile App Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

Mobile App Developer focuses on preparing the student to learn and develop skills necessary for entry-level mobile app development to design, create, build, and maintain mobile app technologies for mobile devices.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

Program Courses

Mobile App Developer Curriculum

First Term		
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 2381	Mobile Application Development	4
Second Term		
CIST 1520	Scripting Technologies	3
CIST 2382	Mobile Application Development II	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

SMD1 Social Media Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

Social Media Developer focuses on preparing the student to learn and develop skills necessary for entry-level graphics and animation developers to design, create, build, and maintain graphic and animation technologies used by modern web sites.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

Program Courses

Social Media Developer Curriculum

First Term		
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 2580	Interactive and Social Apps Integration	4
Second Term		
CIST 1520	Scripting Technologies	3
CIST 2381	Mobile Application Development	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

IB71 Web Application Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	35

Program Description

The Web Application Developer certificate teaches students to develop web sites, which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons either already employed in the IT industry or have already had IT training to upgrade their skills with advanced courses and skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

Program Courses

First Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	3

CIST 1220: Database Management is a prerequisite for these courses.

Second Term		
CIST 1601	Information Security Fund	3
CIST 2510	Web Technologies	3
CIST 2351	PHP Programming I	4
CIST 2381	Mobile Application Development	4

Third Term		
CIST 2352	PHP Programming II	4
CIST 2580	Interactive and Social Apps Integration	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

IS53 Web Site Design/Development, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Web Site Design/Development degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists/Web Site Designers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term

and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
Second Term		
CIST 1305	Program Design and Development	3
CIST 1520	Scripting Technologies	3
ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
	OR	
	Humanities/Fine Arts Elective	3

ENGL 1101: Required

Humanities/Fine Arts elective		
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
Third Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 1540	Web Animation I	3
CIST 2351	PHP Programming I	4
CIST 2921	IT Analysis, Design, and Project Management	4

CIST 1220: Database Management is a prerequisite for these courses.

Fourth Term		
CIST 2531	Web Graphics II	3
	OR	
CIST 2541	Web Animation II	3
CIST 2510	Web Technologies	3
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Fifth Term		
CIST 1601	Information Security Fund	3
CIST 2550	Web Development II	3
CIST 2950	Web Systems Project	3
	OR	
CIST 2991	CIST Internship I	3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)

Subtotal: 3

IS64 Web Site Design/Development, Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	54

Program Description

The Web Site Design/Development diploma program is a

sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists/Web Site Designers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
Second Term		
CIST 1530	Web Graphics I	3
CIST 1540	Web Animation I	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Third Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 2531	Web Graphics II	3
	OR	
CIST 2541	Web Animation II	3
CIST 2921	IT Analysis, Design, and Project Management	4
EMPL 1000	Interpersonal Relations and Professional Development	2

CIST 1220: Database Management is a prerequisite for these courses.

Fourth Term		
CIST 2351	PHP Programming I	4
	OR	
CIST 2560	Web Application Programming I	4
CIST 1520	Scripting Technologies	3
CIST 2510	Web Technologies	3
Fifth Term		
CIST 1601	Information Security Fund	3
CIST 2550	Web Development II	3

IS41 Web Site Designer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	24

Program Description

A program that prepares individuals to develop and maintain web servers and the hosted web pages at one or a group of web sites, and to function as designated Webmaster. Includes instruction in computer systems and networks; server installation and maintenance; web page design and editing; information resources management;

web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
	CIST Elective (3)	
Second Term		
CIST 1601	Information Security Fund	3
CIST 2510	Web Technologies	3
	CIST Elective (3)	
	CIST Elective (3)	

ISE1 Web Site Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	35

Program Description

The curriculum in the Web Site Developer TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, Internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products. Program graduates earn a Computer Information Systems Technology/ Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skills with advanced courses and skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

First Term		
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	3

CIST 1220: Database Management is a prerequisite for these courses.

Second Term		
CIST 1530	Web Graphics I	3
CIST 1540	Web Animation I	3
CIST 2510	Web Technologies	3
CIST 2351	PHP Programming I	4
	OR	
CIST 2381	Mobile Application Development	4
Third Term		
CIST 1601	Information Security Fund	3
CIST 2531	Web Graphics II	3
	OR	
CIST 2541	Web Animation II	3
CIST 2550	Web Development II	3

GAA1 Graphics and Animation Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

Computer Information Graphics and Animation Developer is a program that focuses on preparing the student to learn and develop skills necessary for entry-level graphics and animation developers to design, create, build, and maintain graphic and animation technologies used by modern web sites.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirement

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Graphics and Animation Developer Curriculum

First Term		
CIST 1001	Computer Concepts	4
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3

CIST 1540	Web Animation I	3
Second Term		
CIST 2531	Web Graphics II	3
CIST 2541	Web Animation II	3

GDD1 Graphic Design Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	25

Program Description

The Graphic Design Developer TCC is comprised of a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in the development of graphic images. Program graduates are to be competent in the technical areas of computer terminology and concepts, website design and development, and Adobe Photoshop, Illustrator, and InDesign. Program graduates will receive a Graphic Design Developer Technical Certificate of Credit and will be qualified for employment as graphic designers. Employment opportunities are abundant in graphic design companies located in the Southern Crescent Tech's service areas and Atlanta. In addition, virtually all companies have a web presence and require graphic design expertise. Southern Crescent Tech has experienced much discussion and recently has received direct questions about when the college will offer a graphic design program. As of March 2020, 90 graphic design positions are open through LinkedIn.com in the metro Atlanta area. 2018 BLS.gov lists median pay for Graphic Design at 24.21 per hour and 50k annual salary.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirement

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Graphics and Animation Developer Curriculum

First Term		
CIST 1001	Computer Concepts	4
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
COMP 1000	Introduction to Computer Literacy	3
Second Term		
CIST 1550	Web Vector Graphics	3
CIST 1560	Web Graphics for Print	3
CIST 2531	Web Graphics II	3
	Guided elective	3

WFD1 Web Front-End Developer, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

Computer Information Web Front-End Developer is a program that focuses on preparing the student to learn and develop skills necessary for entry-level web developers to design, create, build, and maintain front-end technologies used by modern web sites.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Charles Cash, M.S., Program Coordinator

Email: Charles.Cash@sctech.edu

Phone: (770) 467-6058

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses

Web Front-End Developer Curriculum

First Term		
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
Second Term		
CIST 1520	Scripting Technologies	3
CIST 1530	Web Graphics I	3
CIST 2510	Web Technologies	3

NS13 Networking Specialist, Associate of Applied Science Degree

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Terms
Minimum Credit Hours for Graduation:	66

Program Description

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements

- Submit completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript with test scores and ALL post - secondary transcripts in an official sealed envelope;
- Meet assessment requirements.

Prerequisites

All Prerequisite courses must be completed with at least a 'C' grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

Please refer to the list of CIS Electives for the Networking Degree. All Networking Degree Students will be required to take 4 CIS Electives.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Please note: While all courses are offered, they may vary

by term and campus. See program advisor for any questions.

Program Courses

Choose one Networking Specialization:

Microsoft Windows Specialization and CISCO CCNA Specialization

If students choose to take both Networking specializations together: be advised the credit hours are 72.

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
ENGL 1101	Composition and Rhetoric	3

ENGL 1101: Required

Second Term		
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4

Natural Sciences/Mathematics Elective - Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a "C" or better but may not be offered at this institution.

Third Term		
CIST 1601	Information Security Fund	3
CIST 2451	Introduction to Networks - CISCO	4
CIST 2411	Microsoft Client	4

Social/Behavioral Sciences Elective - Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3

Fourth Term		
CIST 2452	Cisco Switching, Routing and Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2412	Microsoft Server Installation and Maintenance	4

Humanities/Fine Arts Elective - Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3

Fifth Term		
CIST 2413	Microsoft Server Networking	4
CIST 2414	Windows Server Identity Services	4

General Core Elective: (Required)

Choose one non-repetitive course from Area I, II, III or IV (see General Education Core Classes in this catalog).

Subtotal: 3

Programming courses approved by Advisor

Note: It is suggested that students take both of the networking specialty tracks. This will meet the requirements of the networking electives.

NS14 Networking Specialist Diploma

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	54

Program Description

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements

- Submit completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript with test scores and ALL post - secondary transcripts in an official sealed envelope;
- Meet assessment requirements.

Prerequisites

All Prerequisite courses must be completed with at least a 'C' grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Please note: While all courses are offered, they may vary by term and campus. See program advisor for any questions.

Program Courses

Choose one Networking Specialization:

Microsoft Windows Specialization and CISCO CCNA Specialization

If students choose to take both Networking specializations together: be advised the credit hours are 61.

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
ENGL 1010	Fundamentals of English I	3
Second Term		
CIST 1401	Computer Networking Fundamentals	4
CIST 2411	Microsoft Client	4
CIST 2451	Introduction to Networks - CISCO	4
Third Term		
CIST 1601	Information Security Fund	3
CIST 2452	Cisco Switching, Routing and Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
EMPL 1000	Interpersonal Relations and Professional Development	2
Fourth Term		
CIST 2413	Microsoft Server Networking	4
CIST 2412	Microsoft Server Installation and Maintenance	4
	CIST Elective (4)	
Fifth Term		
CIST 2414	Windows Server Identity Services	4
MATH 1012	Foundations of Mathematics	3
CIST 1122	Hardware Installation and Maintenance	4

Programming courses approved by Advisor

Note: It is suggested that students take both of the networking specialty tracks. This will meet the requirements of the networking electives.

CC41 Cisco Certified Entry Network Technician, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

Computer Information Systems CISCO Certified Entry Network Technician. A program that focuses on preparing the student to setup, maintain, and troubleshoot small-to-medium size networks.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

Cisco Routing and Switching Curriculum

First Term		
CIST 1001	Computer Concepts	4
CIST 2451	Introduction to Networks - CISCO	4
Second Term		
CIST 2452	Cisco Switching, Routing and Wireless Essentials	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

CN71 Cisco Network Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Cisco Network Specialist certificate program teaches how to build, maintain, and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet. The purpose of this certificate is to provide opportunities for persons already either employed in the IT industry or who already have IT training to upgrade their skills with advanced courses and skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

Cisco Exploration Curriculum

First Term		
CIST 2451	Introduction to Networks - CISCO	4
Second Term		
CIST 2452	Cisco Switching, Routing and Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
Third Term		
	CIST Elective (4)	

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

CA71 CompTIA A+ Certified Technician Preparation, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills, and customer relations skills essential for working as a successful entry-level computer service technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
Second Term		
CIST 1130	Operating Systems Concepts	3
	CIST Elective (4)	

CIST Electives		
CIST 2122	A+ Preparation	3
CIST 1601	Information Security Fund	3

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

CHA1 Computer Hardware and Network Technician, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	36

Program Description

Oversee the daily performance of computer systems. Answer user inquiries regarding computer software or hardware operation to resolve problems. Enter commands and observe system functioning to verify correct operations and detect errors. Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software. Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications. Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Refer major hardware or software problems or defective products to vendors or technicians for service. Develop training materials and procedures, or train users in the proper use of hardware or software. Confer with staff, users, and management to establish requirements for new systems or modifications.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

Required		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1121	Microcomputer Troubleshooting	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 2122	A+ Preparation	3
CIST 2411	Microsoft Client	4
CIST	Operating System Elective Guided Elective (4)	3

CIST Operating System Elective

Required		
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4

CIST Elective

Required		
CIST 1601	Information Security Fund	3
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4

HD41 Help Desk Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	25

Program Description

The Help Desk Specialist program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST	Operating Systems Elective	3
Second Term		
CIST 2130	Desktop Support Concepts	4
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4
	CIST Elective (4)	

CIST Operating System Elective

Required		
CIST 1130	Operating Systems Concepts	3
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4

CIST Elective

Required		
CIST 1130	Operating Systems Concepts	3
CIST 1601	Information Security Fund	3
CIST 2122	A+ Preparation	3
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

IT41 Information Technology Fundamentals, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation	10

Program Description

The Computer Information Systems Information Fundamentals TCC is a single semester set of courses designed to provide students with an understanding of the basic concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, as well as either basic program design, computer networking, or web design. Program graduates are qualified for employment as computer operator or customer service agent.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

Required		
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST Program Guided Elective-Choose One:		
CIST 1305	Program Design and Development	3
	OR	
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 1510	Web Development I	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

LA31 Linux/UNIX System Administrator, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Linux/UNIX System Administrator program is designed to train students in the skills needed to design, build, and maintain UNIX/Linux networks.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

Program Courses

First Term		
CIST 2431	UNIX/Linux Introduction	4
Second Term		
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
Third Term		
CIST 2434	UNIX/Linux Scripting	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

MS11 Microsoft Network Administrator, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Microsoft Network Administrator certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking infrastructure. This certificate prepares the student to sit for the MCSA or MCP exam. Hands-on labs provide students with real world simulations.

Admission Requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 229-3242

Program Courses

First Term		
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
Second Term		
CIST 2413	Microsoft Server Networking	4
Third Term		
CIST 2414	Windows Server Identity Services	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

NS31 Network Support Specialist, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	10

Program Description

This certificate program provides basic training in networking support. Students are introduced to the basic networking support skills. Upon graduation, students will be able to maintain networks using Windows networking software.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

Email: **Gordon.Carns@sctech.edu**

Phone: (770) 229-3242

Program Courses

First Term		
COMP 1000	Introduction to Computer Literacy	3
CIST	Operating Systems Elective	3
Second Term		
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2412	Microsoft Server Installation and Maintenance	4

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

NT21 Network Technician, Technical Certificate of Credit

Offered at the Griffin Campus and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Computer Information Systems – Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Gordon Carns, MIT., Program Coordinator

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Phone: (770) 229-3242

Program Courses

First Term		
CIST 1001	Computer Concepts	4
COMP 1000	Introduction to Computer Literacy	3
Second Term		
CIST 1401	Computer Networking Fundamentals	4
CIST	Operating Systems Elective	3

Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

Film Technology Programs

Major	Major Code
Film and Television Production	
Film Technology (AAS)	FT23
Film Production - Accounting Assistant (TCC) (p. 314)	FIP1
Film Production - Administrative Assistant I (TCC) (p. 315)	FIT1
Film Production - Administrative Assistant II (TCC) (p. 315)	AA21
Film Production - Electrical/Lighting Technician I (TCC) (p. 316)	BT21
Film Production - Grip & Rigging Technician I (TCC) (p. 317)	FP31
Film Production - Hair and Make-up Technician (TCC) (p. 317)	FP11
Film Production - On-Set Production Assistant I (TCC) (p. 318)	FI31
Film Production - On-Set Production Assistant II (TCC) (p. 318)	AOP1
Film Production – On-Set Production Technician I (TCC) (p. 319) (p. 319)	ITO1
Film Production - Scenic Technician I (TCC) (p. 320)	FI21
Georgia Film Academy On-Set Production Assistant (TCC) (p. 320)	GF21

FT23 Film Technology, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	61

Program Description

Film Technology Associate of Applies Science degree program will train competent entry-level Film/Video Production technicians who can successfully get an entry-level job in the f1lm I video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in occupational areas of interest, i.e. Electrical & Lighting, Grip & Rigging, On-Set Production Assistant, Hair & Makeup, Set Construction & Scenic, etc..., emphasizing competencies in production protocols, the pre-production I production I post-production process and crew responsibilities I hierarchy. Hands on labs provide student with real world Film and TV production simulations.

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

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Phone:(770) 467-6039

Program Courses

Required		
	Area I Language Arts/Communications - Choose One: (Required)	3
ENGL 1101	Composition and Rhetoric	3
	Area II Social/Behavioral Sciences - Choose One: (Required)	3
SOCI 1101	Introduction to Sociology	3
	OR	
PSYC 1101	Introductory Psychology	3
	Area III Natural Sciences/Mathematics - Choose One: (Required)	3
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	Area IV Humanities/Fine Arts - Choose One: (Required)	3
HUMN 1101	Introduction to Humanities	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
MUSC 1101	Music Appreciation	3
	General Education Core Elective (3 credit hours)	
ECON 1101	Principles of Economics	3
	OR	
ENGL 1102	Literature and Composition	3
	OR	
SPCH 1101	Public Speaking	3
	OR	
MATH 1112	College Trigonometry	3
	Occupational Core Courses	28
COMP 1000	Introduction to Computer Literacy	3
FILM 1100	GFA Introduction to On-Set Film Production	6
FILM 2010	Advanced Skills for Film and TV Production I	3
FILM 2020	Advanced Skills for Film and TV Production II	3
	Guided Occupational Elective (9 credit hours)	9
	Internship - Select One Option	4
FILM 2550	GFA Film Practicum/Internship	6
	OR	
FILM 2900	Film and TV Production Practicum/Internship	4
	Occupational Specializations	
	On-Set Production Assistant	18
FILM 1030	Essentials of Film and Television Post-Production I	3
FILM 1040	Film and Television Production Scheduling/Movie Magic	3
FILM 1050	Film and Television Production Budgeting/Movie Magic	4
FILM 2030	Essentials of Film and TV Post-Production II	3
FILM 2040	Advanced Film and TV Production Scheduling/Movie Magic	3
FILM 2050	Advanced Film and TV Production Budgeting/Movie Magic	3
	OR	
	Administrative Support Specialist	22
FILM 1040	Film and Television Production Scheduling/Movie Magic	3
FILM 1050	Film and Television Production Budgeting/Movie Magic	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
	Select BUSN 1430 or BUSN 1470	
BUSN 1430	Desktop Publishing and Presentation Applications	4
	OR	
BUSN 1470	Professional Communication Skills	3
	Select BUSN 1440 or BUSN 1460	
BUSN 1440	Document Production	4
	OR	
BUSN 1460	Keyboarding and Document Formatting	4
	OR	
	Electric/Lighting Technician	23

IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1020	Alternating Current Fundamentals	3
FILM 1350	GFA Electric and Lighting	6
FILM 2310	Advanced Skills of Electric/Lighting for Film I	3
FILM 2320	Advanced Skills of Electric/Lighting for Film II	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
	OR	
	Set Construction/Scenic Technician	21
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
COFC 1011	Overview of Building Construction Practices and Materials	3
FILM 1510	GFA Set Construction and Painting	6
FILM 2080	Film and TV Adv. Set Construction and Scenic Painting I	3
FILM 2090	Film and TV Adv. Set Construction and Scenic Painting II	3
	OR	
	Grip/Rigging Technician	18
COFC 1020	Professional Tool Use and Safety	3
FILM 1450	GFA Grip and Rigging	6
FILM 2410	Advanced Skills of Grip/Rigging for Film I	3
FILM 2420	Advanced Skills of Grip/Rigging for Film II	3
FILM 2430	Basics of Crane, Condor and Heavy Equipment	3
		Subtotal: 61

FIP1 Film Production - Accounting Assistant, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	23

Program Description

Film Production – Accounting Assistant certificate program will train competent entry-level Film/Video office/administrative production assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in office procedures and applications, accounting and payroll, the production process, crew responsibilities and hierarchy, and the Ga. Film Tax Credit process. Hands on labs provide student with real world production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

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Phone: (770) 467-6039

Program Courses

First Term		
ACCT 1100	Financial Accounting I	4
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer	3

	Literacy	
FILM 1100	GFA Introduction to On-Set Film Production	6
Second Term		
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
FILM 1070	Film and Television Payroll	3

FIT1 Film Production – Administrative Assistant I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

Film Production – Administrative Assistant I certificate program will train competent entry-level Film/Video office/administrative production assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in office procedures and applications, the production process, crew responsibilities and hierarchy, and the Ga. Film Tax Credit process. Hands on labs provide student with real world production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
BUSN 1400	Word Processing Applications	4
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
FILM 1100	GFA Introduction to On-Set Film Production	6
Second Term		
BUSN 1240	Office Procedures	3
BUSN 1440	Document Production	4

BUSN 1440: Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

AA21 Film Production – Administrative Assistant II, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

Film Production - Administrative Assistant II certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes advanced training in production office protocols/expectations, the pre-production /production / post-production process and crew responsibilities / hierarchy. Hands on labs provide students with authentic real world Film and TV production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1040	Film and Television Production Scheduling/Movie Magic	3
FILM 1050	Film and Television Production Budgeting/Movie Magic	4
Second Term		
FILM 2010	Advanced Skills for Film and TV Production I	3
FILM 2020	Advanced Skills for Film and TV Production II	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	4

BT21 Film Production - Electrical/Lighting Technician I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

This program is designed to prepare entry level workers for a job as a production assistant assigned to the electrical department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of the electrical/lighting and corporate production operation. With skills in production protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these students will possess the skillset to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1100	GFA Introduction to On-Set Film Production	6

Second Term
FILM 1350 GFA Electric and Lighting 6

FP31 Film Production – Grip and Rigging Technician l, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

This program is designed to prepare entry level workers for a job as a production assistant assigned to the Grip / Rigging Department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of stage production and on-location production operation. With skills in Grip Department protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skill-set to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term
FILM 1100 GFA Introduction to On-Set Film Production 6

Second Term
FILM 1450 GFA Grip and Rigging 6

FP11 Film Production – Hair and Make-up Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

Film Production–Hair and Make-up Technician certificate program will train competent entry-level Film/Video Hair and makeup stylist assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in Hair and makeup for film/TV, fundamentals of special FX makeup, script breakdown and continuity, the production process and crew responsibilities and hierarchy. Hands on labs provide student with real world production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1100	GFA Introduction to On-Set Film Production	6
FILM 1110	Make-up, Hair and Wardrobe Special Techniques for Film and TV	3
FILM 1120	Introduction to Special Effects Make-up Techniques for Film and TV	3

FI31 Film Production – On-Set Production Assistant I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

Film Production – On-Set Production Assistant I certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in On-Set production protocols, the pre-production / production / post-production process and crew responsibilities / hierarchy. Hands on labs provide student with real world Film and TV production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1100	GFA Introduction to On-Set Film Production	6
FILM 1030	Essentials of Film and Television Post-Production I	3
Second Term		
FILM 1040	Film and Television Production Scheduling/Movie Magic	3
FILM 1050	Film and Television Production Budgeting/Movie Magic	4

AOP1 Film Production – On-Set Production Assistant II, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

Film Production On-Set Production Assistant II certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes advanced training in On-Set production protocols, the pre-production, production, and postproduction process plus crew responsibilities. Hands-on labs provide students with authentic real world Film and TV production simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term

FILM 2010	Advanced Skills for Film and TV Production I	3
FILM 2020	Advanced Skills for Film and TV Production II	3
FILM 2030	Essentials of Film and TV Post-Production II	3
FILM 2040	Advanced Film and TV Production Scheduling/Movie Magic	3
FILM 2050	Advanced Film and TV Production Budgeting/Movie Magic	3

Second Term

Choose one of the following:

FILM 2550	GFA Film Practicum/Internship	6
	OR	
FILM 2900	Film and TV Production Practicum/Internship	4

ITO1 Film Production – On-Set Production Technician I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

Students participating in this TCC will be preparing to enter the industry as novice production assistants. This field offers a broad range of entry-level experiences from production office operations to assisting in day-to-day set operations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term

FILM 1030	Essentials of Film and Television Post-Production I	3
FILM 1100	GFA Introduction to On-Set Film Production	6

Second Term		
FILM 2010	Advanced Skills for Film and TV Production I	3
FILM 2020	Advanced Skills for Film and TV Production II	3

FI21 Film Production – Scenic Technician I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

Film Production – Scenic Technician I certificate program will train competent entry-level Film/Video Art Department - Construction and Scenic Painters assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in Set Construction for film/TV, fundamentals of safety tool function, and usage, basic painting and texturing techniques, the production process and crew responsibilities and hierarchy. Hands on labs provide students with real world Film and TV construction/scenic simulations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1100	GFA Introduction to On-Set Film Production	6
Second Term		
FILM 1510	GFA Set Construction and Painting	6

GF21 Georgia Film Academy On-Set Production Assistant, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

This program is offered in collaboration with the Georgia Film Academy. It provides an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film-industry standard organizational structure, professional equipment, and on-set procedures. In addition to the use of topical lectures and instructional resources, the course includes demonstrations of equipment and set operations as well as hands-on learning experiences. Students will learn film production organizational structure; job descriptions and duties in various film craft areas; film equipment functions and protocols; how the various film craft related to one-another on a working set as well as how and why they all must operate in sync; and networking and self-marketing skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary

transcripts in an official sealed envelope

- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Sean Van Dorn, Program Coordinator

Email: Sean.VanDorn@sctech.edu

Phone: (770) 467-6039

Program Courses

First Term		
FILM 1100	GFA Introduction to On-Set Film Production	6
Second Term (Occupational Electives - Choose 12 credit hours from the list below)		
FILM 1350	GFA Electric and Lighting	6
FILM 1450	GFA Grip and Rigging	6
FILM 1510	GFA Set Construction and Painting	6
FILM 2550	GFA Film Practicum/Internship	6

Arts and Sciences

Major	Major Code
General Education	
AAS in Interdisciplinary Studies (p. 323)	AF53
Consumer Economics (AS) (p. 330)	CE33
General Studies (AS) (p. 322)	AB73
Early College Essentials (TCC) (p. 331)	EC21

AB73 Associate of Science Degree, General Studies

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Associate of Science degree in General Studies prepares students to pursue a four-year degree or for careers in multiple fields of studies. Graduates develop academic and professional knowledge and skills necessary to succeed in the profession of their choice or to further their education at a four-year university.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Contact Us

Brad Jester, M.S., Program Coordinator

Email: brad.jester@sctech.edu

Phone: (770) 233-5576

Program Courses

Area I Language Arts/Communication - 6 credit hours		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II Social /Behavioral Sciences - 12 credit hours		
POLS 1101	American Government	3
HIST 2111	U.S. History I	3
	OR	
HIST 2112	U.S. History II	3
	Select 6 credit hours of the following	6
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
SOCI 1101	Introduction to Sociology	3
Area III Natural Sciences and Mathematics - 10 credit hours		
	Area III Natural Sciences/Mathematics - Choose One: (Required)	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
	Select 4 credit hours of the following (One Lecture and One Lab)	4
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
	Select 3 - 4 credit hours from the following	3 - 4
BIOL		
CHEM		
MATH		
PHYS		

Area IV Humanities and Fine Arts - 6 credit hours

	Select 6 credit hours of the following	6
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Area V – SCTC Option – 5 credit hours

COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2

General Education Core Elective - 21-credit-hours

Courses may be selected from the list below. ***Note: Only degree level general education courses not used to satisfy requirements in areas above are eligible.***

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1105	Workplace and Technical Communication	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Introduction to Humanities	3
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3
SPAN 1101	SPAN	3
SPCH 1101	Public Speaking	3
THEA 1101	Theatre Appreciation	3

AF53 Associate of Applied Science in Interdisciplinary Studies

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	61

Program Description

The Associate of Applied Science Degree in

Interdisciplinary Studies allows customization of the program of study based on each student's academic and professional goals. The degree requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more tracks). Available tracks include (1) business / computer information systems, (2) health sciences, (3) technical / industrial and professional services, and (4) general education. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through existing degrees, diplomas, and certificates.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Degree Requirements

General Education Core Curriculum: 21 Semester Credit Hours

Program Track: 40 Semester Credit Hours

Note: All Interdisciplinary Studies students are required to create a program of study with a program advisor. While all courses are offered, they may vary by term and campus. See program advisor for any questions.

Contact Us

Brad Jester, M.S., Program Coordinator

Email: brad.jester@sctech.edu

Phone: (770) 233-5576

Program Courses

Area I Language Arts/Communication - 6 credit hours		
ENGL 1101	Composition and Rhetoric	3
	Select one of the following	
ENGL 1102	Literature and Composition	3
ENGL 1105	Workplace and Technical Communication	3
SPCH 1101	Public Speaking	3

ENGL 1101: Required

Area II Social /Behavioral Sciences - 6 credit hours		
PSYC 1101	Introductory Psychology	3
	Select one of the following	
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 2103	Human Development	3
SOCI 1101	Introduction to Sociology	3

Area III Natural Sciences and Mathematics - 6 to 7 credit hours		
	Area III Natural Sciences/Mathematics - Choose One: (Required)	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
	Select 3 - 4 credit hours from the following	3 - 4
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Area IV Humanities and Fine Arts - 3 credit hours		
	Select one of the following	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Program Track 40 Semester Credit Hours

Select one of the following tracks: (1) Business / Computer Information Systems, (2) Health Sciences, (3) Industrial Technology, (4) Professional Services, and (5) General Education.

Business Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Michael Cook, Ed.D. Department Chair

Email: Michael.Cook@sctech.edu

Phone: (770) 412-4410

1. Accounting Fundamentals
2. Computerized Accounting
3. Office Accounting Specialist
4. Payroll Accounting Specialist
5. Tax Preparation Specialist
6. Enrolled Agent
7. Basic Entrepreneurial Skills
8. Entrepreneur Management
9. Human Resource Management Specialist
10. Management & Leadership Specialist
11. Organizational Leadership Specialist
12. Service Sector Management Specialist
13. Small Business Management Specialist
14. Small Business Owner
15. Supervisory/Management Specialist
16. Administrative Support Assistant
17. Microsoft Office Applications Professional
18. Technical Specialist
19. Logistics Management Specialist
20. Logistics Management Technician

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2250	Representation and Specialized Returns	3
BUSN 1240	Office Procedures	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
COLL 1500	Student Success	3
COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2205	Service Sector Management	3

Computer Information Systems Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Gordon Carns, M.S., Department Chair

Email: Gordon.Carns@sctech.edu

Phone: (770) 229-3242

1. C++ Programmer
2. Foundations of Computer Programming
3. Java Programmer
4. PHP Programmer
5. Cybersecurity
6. SQL Server Database
7. Mobile App Developer
8. Social Media Developer
9. Web Application
10. Web Site Designer
11. Web Site Developer
12. Graphics and Animation Developer
13. Graphic Design Developer
14. Web Front-End Developer
15. CISCO Certified Entr Network Technician
16. CISCO Network Specialist
17. CompTIA A+ Certified Technician Preparation
18. Computer Hardware and Network Technician
19. Help Desk Specialist
20. Information Technology Fundamentals
21. Linux/UNIX System Administrator
22. Microsoft Network Administrator
23. Network Support Specialist
24. Network Technician

Film Production Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Sean VanDorn, Program Coordinator

Email: Sean VanDorn@sctech.edu

Phone: (770) 467-6039

1. Film Production - Accounting Assistant
2. Film Production - Administrative Assistant
3. Film Production - Administrative Assistant II
4. Film Production - Electrical/Lighting Technician
5. Film Production - Grip & Rigging Technician I
6. Film Production - Hair & Make Technician
7. Film Production - On-Set Production Assistant I
8. Film Production - On-Set Production Assistant II
9. Film Production - On-Set Production Technician I
10. Film Production - Scenic Technician
11. GA Film Academy On-Set Production Assistant

General Education Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Brad Jester, M.S., Program Coordinator
Email: brad.jester@sctech.edu
Phone: (770) 233-5576

1. Early College Essentials

ENGL 1101 Composition and Rhetoric 3

	General Education Core Requirements - Choose 15 Credit Hours from Areas I, II, III, and IV	15

Required: ENGL 1101

Health Sciences Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Amy Adams, M.S.N., Department Chair
Email: Amy.Adams@sctech.edu
Phone: (706) 646-6322

1. Electrocardiography Technology
2. Healthcare Assistant
3. Medical Receptionist
4. Phlebotomy Technician
5. Phlebotomy Technology
6. Advanced Emergency Medical Technician
7. Emergency Medical Responder (EMR)
8. Emergency Medical Technician (EMT)
9. Hemodialysis Patient Care Specialist
10. Nurse Aide
11. Patient Care Assistant
12. Computed Tomography Specialist
13. Magnetic Resonance Imaging Specialist
14. Central Sterile Supply Processing Technician

ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Clinical I	4
CSSP 1022	Central Sterile Supply Processing Technician Clinical II	4
ECGT 1030	Introduction to Electrocardiography	5
ECGT 1050	Electrocardiography Practicum	5
EMSP 1010	Emergency Medical Responder	4
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1060	Medical Office Procedures	4
MAST 1120	Human Diseases	3
MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3
NAST 1100	Nurse Aide Fundamentals	6
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
RADT 2201	Introduction To Computed Tomography	2
RADT 2210	Computed Tomography Physics	5

	and Instrumentation	
RADT 2220	Computed Tomography Procedures I	3
RADT 2230	Computed Tomography Procedures II	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2265	Computed Tomography Clinical II	4

Industrial Technology Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Billy Elliott, A.A.S., Department Chair

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

1. Air Conditioning Repair Specialist
2. Air Conditioning System Maintenance Technician
3. Air Conditioning Technician Assistant
4. Heating and Air Conditioning Installation Technician
5. Light Commercial Air Conditioning Specialization
6. Residential Air Conditioning Technician
7. Manufacturing Production Assistant
8. Automotive Collision Repair Assistant I
9. Automotive Refinishing Assistant I
10. Automotive Refinishing Assistant II
11. Auto Electrical/Electronic Systems Technician
12. Automotive Chassis Technician Specialist
13. Automotive Climate Control Technician
14. Automotive Engine Performance
15. Automotive Engine Repair Technician
16. Automotive Transmission
17. Certified Construction Worker
18. Framing Carpenter
19. Construction Management Apprentice
20. Diesel Electrical & Electronic Systems Technician
21. Diesel Engine Service Technician
22. Electrical Contracting Technician
23. Electrical Technician
24. Photovoltaic Systems Installation & Repair Tech
25. Electrical Lineworker
26. Industrial Electrical Controls
27. Garden Center Technician
28. Landscape Specialist
29. Sustainable Urban Agriculture Technician
30. Turfgrass Maintenance Technician
31. Industrial Electrician
32. Industrial Maintenance Technician
33. Industrial Fluid Power Technician
34. Industrial Motor Control Technician
35. Industrial Maintenance Assistant
36. Industrial Systems Fundamentals
37. Mechatronics Technician
38. Programmable Control Technician
39. CNC Specialist
40. Lathe Operator
41. Mill Operator
42. Plumbers Assistant
43. Plumbing Technician
44. Intermediate Plumbing Technician
45. Advanced Plumbing Technician
46. Pipefitting Technology

47. Basic Pipefitter
48. Intermediate Pipefitting Technician
49. Advanced Pipefitting Technician
50. Water Quality Technician
51. Basic Shielded Metal Arc Welding
52. Gas Metal Arc Welding
53. Gas Tungsten Arc Welding
54. Pipe Welder

Professional Services Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Adam Grubbs, JD, Department Chair
Email: Adam.Grubbs@sctech.edu
Phone: (770)-412-5750

1. Catering Specialist
2. Food Production Worker I
3. Prep Cook
4. Child Development
5. Early Childhood Care and Education Basics
6. Early Childhood Exceptionalities
7. Early Childhood Program Administration
8. Infant/Toddler Child Care Specialist
9. Barbering for Cosmetologists
10. Esthetician
11. Hair Designer
12. Nail Technician
13. Shampoo Technician
14. Paralegal Fundamentals

BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1100	Live Work Practicum	4
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1120	Salon Management	3
COSM 1180	Natural Nail Practicum	3
COSM 1190	Advanced Nail Practicum I	3
COSM 1200	Advanced Nail Practicum II	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2201	Exceptionalities	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3
ECCE 2360	Classroom Strategies for	3

	Exceptional Children	
ECCE 2362	Exploring Your Role in the Exceptional Environment	3
ESTH 1000	Introduction to Esthetics	3
ESTH 1010	Anatomy and Physiology of the Skin	3
ESTH 1020	Skin Care Procedures	4
ESTH 1030	Electricity and Facial Treatments with Machines	5
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory and Makeup	4
ESTH 1060	Esthetics Practicum I	4
ESTH 1070	Esthetics Practicum II	4
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Criminal Procedure	3

Public Safety and First Responder Track

Please consult your program advisor below for the sequence of courses to take that will lead to embedded Technical Certificates of Credit. Below is a list of award options:

Contact Us

Rosanna Dove, M.P.A., Department Chair
Email: Rosanna.Dove@sctech.edu
Phone: (770) 412-5713

1. Criminal Justice Fundamentals
2. Criminal Justice Specialist
3. Firefighter I
4. Firefighter II
5. Basic Firer Company Officer
6. Fire Officer I
7. Fire Officer II
8. Forensic Science Fundamentals

CE33 Consumer Economics, Associate of Science Degree

Griffin Campus, Flint River Campus, Henry County Center, GRCCA, Fayette COI, Piedmont Academy HS, Upson-Lee HS

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	62

Program Description

The Associate of Science degree in Consumer Economics is a transferable program of study developed in collaboration with the University of Georgia's College of Family and Consumer Sciences. The program includes TCSG general education courses that satisfy all University of Georgia core curriculum requirements, as well as Consumer Economics major courses that satisfy requirements toward UGA's Bachelor of Science in Family and Consumer Science.[1] Graduates of the program receive the Associate of Science degree in consumer Economics from Southern Crescent Technical College and, provided they meet the admissions requirements in effect at the time of application, may begin taking upper-level coursework at UGA immediately upon transfer.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

IMPORTANT INFORMATION REGARDING TRANSFER TO UGA

To qualify to transfer the A.S. in Consumer Economics to UGA, students must:

- Submit the Undergraduate Application for Admission to UGA during the last semester at SCTC prior to completion of the associate’s degree but before the UGA application deadline (see www.admissions.uga.edu for deadline). Students whose last semester at SCTC is a spring semester must meet the appropriate deadline, but may submit a form requesting a file completion deadline of June 1. This would allow the term enrolled to count towards the hours and grades needed for admission.
- Earn a minimum cumulative GPA and transferable hours that meet UGA requirements at the time of

transfer.

- Complete the Consumer Economics A.S. degree program (60-63 credit hours) at SCTC.
- Be in good standing at SCTC and have no conduct or behavior issues when reviewed by UGA Admissions.
- Have cleared any CPC issues prior to applying to UGA.
- Pass all courses identified in the curriculum of this program with a grade of C or higher.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Brad Jester, M.S., Program Coordinator

Email: brad.jester@sctech.edu

Phone: (770) 233-5576

Program Courses

Area I Language Arts/Communication - 9 credit hours		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3

Area II Social /Behavioral Sciences - 30 credit hours		
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ECON 1101	Principles of Economics	3
PSYC 1101	Introductory Psychology	3

Area III Natural Sciences and Mathematics - 20 credit hours		
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	Select one of the following	
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
	REQUIRED	
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV Humanities and Fine Arts - 3 credit hours		
ARTS 1101	Art Appreciation	3
HUMN 1101	Introduction to Humanities	3
ENGL 2130	American Literature	3

EC21 Early College Essentials, Technical Certificate of Credit

Offered at the Griffin Campus, Flint River Campus, Henry County Center, GRCCA, Fayette COI, Piedmont Academy HS, Upson-Lee HS

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Early College Essentials Technical Certificate of Credit (TCC) provides students a greater opportunity for gaining college credits while completing their high school diploma. The TCC creates a unique link between secondary and post secondary education, and furthers the effort, embodied by the Complete College America program, to increase the number of high school and college graduates. This TCC is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level and some are disengaged at the high school and are at risk of dropping out. Students who choose the Early College Essentials TCC are encouraged to continue working toward their associate degree at the technical

college. Students would then have the opportunity to attend a four-year college or university after completing the associate degree.

Admission Requirements

- Submit completed application and application fee
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress. The Early College Essentials TCC will be completed in 19 credit hours when the student opts to participate in the eligible science classes and corresponding labs. All other students will complete required coursework in 18 credit hours.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Brad Jester, M.S., Program Coordinator

Email: brad.jester@sctech.edu

Phone: (770) 233-5576

Program Courses

Required		
ENGL 1101	Composition and Rhetoric	3

Select 15 hours from the list of courses below. If you select a science course, you must also select the corresponding lab.

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Introduction to Humanities	3
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
THEA 1101	Theatre Appreciation	3
	Elective	3

Professional Services Programs

Major	Major Code
Culinary Arts	
Culinary Arts (AAS) (p. 335)	CA43
Culinary Arts (Diploma) (p. 338)	CA44
Culinary Professional Assistant (TCC) (p. 337)	CP51
Catering Specialist (TCC) (p. 339)	CS61
Food Production Worker I (TCC) (p. 340)	FPW1
Prep Cook (TCC) (p. 340)	PC51
Early Childhood Care/Education	
Early Childhood Care and Education (AAS) (p. 341)	EC13
Early Childhood Care and Education (Diploma) (p. 343)	ECC2
Child Development Specialist (TCC) (p. 344)	CD61
Early Childhood Care and Education Basics (TCC) (p. 345)	EC31
Early Childhood Exceptionalities (TCC) (p. 345)	EC41
Early Childhood Program Administration (TCC) (p. 346)	ECP1
Infant and Toddler Child Care Specialist (TCC) (p. 347)	IC31
Cosmetology	
Cosmetology for Licensure (TCC)	CGL1
Barbering for Cosmetologists (TCC) (p. 347)	BF21
Barbering Assistant (TCC) (p. 334)	BA71
Esthetician (TCC) (p. 350)	CE11
Advanced Esthetics and Medical Fundamentals TCC)	AEW1
Hair Designer (TCC) (p. 349)	HD21
Nail Technician (TCC) (p. 351)	NT11
Salon and Spa Support Specialist (TCC) (p. 352)	ST11
Paralegal Studies	
Paralegal Studies (AAS) (p. 353)	PS13
Paralegal Studies (Diploma) (p. 354)	PS12
Paralegal Fundamentals (TCC) (p. 355)	PF21
Paralegal Studies Post Baccalaureate Certificate (TCC) (p. 355)	PS71

BA31 Master Barber, Technical Certificate of Credit

Effective 202612

Offered at the Henry Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	50

Program Description

The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional

knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering II certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

General Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Students must complete ALL BARB COURSES with a grade of C or higher in order to graduate.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	$248.95
Uniforms	$90
Testing	$109
License	$35

Program Courses

Note: While all courses are offered, they may vary by term and campus. **This program is only offered at the Henry location**. See the program advisor for any questions.

A minimum grade of C for each course is required to receive a Barbering for Cosmetologists TCC from SCTC.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Chemical Permanent Waving Services	3
BARB 1074	Chemical Hair Relaxers Services	3
BARB 1082	Practicum I	4
BARB 1084	Practicum II	4
BARB 1090	Facial and Facial Treatments	4
BARB 1100	Live Work Practicum	4
BARB 1110	Shop Management/Ownership	4

Total Credit Hours: 50

BA71 Barbering Assistant, Technical Certificate of Credit

Effective 202516

Offered at the Henry Campus

Program Entrance Term:

Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

This Barbering Assistant technical certificate program provides training to prepare students to work as a Barbering Apprentice at a Barber shop.

General Admission Requirements

- Be at least 16 years of age

Students must complete ALL BARB COURSES with a grade of C or higher in order to graduate.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	$248.95
Uniforms	$90
Testing	$109
License	$35

Program Courses

Note: While all courses are offered, they may vary by term and campus. **This program is only offered at the Henry location**. See the program advisor for any questions.

A minimum grade of C for each course is required to receive a Barbering for Cosmetologists TCC from SCTC.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
	Guided Elective	2

Total Credit Hours: 17

CA43 Culinary Arts, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	68

Program Description

The Culinary Arts degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts degree. Graduates who are current practitioners will benefit through enhancement of career potential. The culinary field offers diverse job opportunities for cooks, chefs, bakers, cake decorators and caterers. Our program prepares students for entry level management positions in hotels and restaurants as well as in the institutional hospitality industry such as school systems, hospitals, and retirement homes.

Accreditation

The Culinary Arts, Associate Degree and Diploma are accredited by the American Culinary Federation Education Foundation, Inc. (ACFEF), Accrediting Commission/committee at 180 Center Pl Way, St., Augustine, FL 32095, Phone (478) 207-2440, Web: https://www.acfchefs.org/.

Program Outcomes

Culinary Arts	AAS		
CA43	AY 2018	AY 2019	AY 2020
Total Enrollment	54	64	70
Retention Rate	100.0%	60.0%	83.3%
Graduation Rate	59.4%	79.2%	78.6%
Entry Level Certification by Graduation	0	0	0
Placement Rate	100.0%	100.0%	100.0%

Sources: Enrollment KMS TEC0180, Retention TEC0200, Graduation TEC3111, Placement TEC0112

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

Approximate additional costs other than tuition, fees, and textbooks

2 sets of uniform with aprons	$115
Knife kit	$310

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

General Education Core (Required minimum: 15 Credit Hours)

Area I - Language Arts/Communication: 3 credit hrs

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences: 3 credit hrs

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Area III - Natural Sciences/Mathematics: 3 credit hrs

MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Area IV - Humanities/Fine Arts: 3 credit hrs

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

General Core Elective - 3 credit hrs

	Choose one non-repetitive course from Area I, II, III or IV	3

	(see General Education Core Classes in this catalog)	
Occupational Courses - 53 credit hrs		
Required		
COMP 1000	Introduction to Computer Literacy	3
CHEF 1000	Fundamentals of Culinary Arts	3
CHEF 1110	Culinary Safety and Sanitation	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6
	OR	
CHEF 1122	Foundations of Cooking Principles	3
	OR	
CHEF 1124	Foundations of Cooking	3
CHEF 1500	Baking Principles I	5
CHEF 2010	Garde Manger	4
CHEF 1530	Fundamentals of Restaurant Operations	5
	Practicum or Advanced CHEF Coursework - 6 credit hrs	
CHEF 2100	Culinary Practicum	6
	Advanced Baking and International Cuisine - 6 credits	
CHEF 2001	Baking Principles II	3
	OR	
CHEF 2020	International Cuisine	3
	OR	
CHEF 2250	Advanced Baking Principles	6
CHEF 2030	Contemporary Cuisine	4
CHEF 1170	Introduction to Culinary Nutrition	3
CHEF 1510	Menu Development	2
	Culinary/Hospitality Related Electives: 6 credit hrs	
	Select one of the following	
MGMT 1115	Leadership	3
	OR	
CHEF 1140	Principles of Culinary Leadership	3
	OR	
CHEF 2101	Culinary Internship I	3

CP51 Culinary Professional Assistant, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	19

Program Description

Assistant manager in cafeteria and restaurant activities. To deliver quality meals that contributes to the nutritional wellbeing of students (cafeteria), and patrons (restaurant).

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are required
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

Required		
EMPL 1000	Interpersonal Relations and Professional Development	2
CHEF 1000	Fundamentals of Culinary Arts	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6

	OR	
CHEF 1122	Foundations of Cooking Principles	3
CHEF 1124	Foundations of Cooking	3
CHEF 1170	Introduction to Culinary Nutrition	3
CHEF 1510	Menu Development	2
CHEF 1110	Culinary Safety and Sanitation	3

Total Credit Hours: 19

CA44 Culinary Arts, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	52

Program Description

The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Accreditation

The Culinary Arts, Associate Degree and Diploma are accredited by the American Culinary Federation Education Foundation, Inc. (ACFEF), Accrediting Commission/committee at 180 Center Pl Way, St., Augustine, FL 32095, Phone (478) 207-2440, Web: https://www.acfchefs.org/.

Program Outcomes

Culinary Arts	Diploma		
CA44	AY 2018	AY 2019	AY 2020
Total Enrollment	32	33	22
Retention Rate	56.0%	100.0%	57.1%
Graduation Rate	62.5%	75.9%	74.2%
Entry Level Certification by Graduation	0	0	0
Placement Rate	100.0%	100.0%	100.0%

Sources: Enrollment KMS TEC0180, Retention TEC0200, Graduation TEC3111, Placement TEC0112

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

Approximate additional costs other than tuition, fees, and textbooks

2 sets of uniform with aprons	$115
Knife kit	$310

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

Basic Skills Courses		
	Select 1 of the 2 Math courses - 3hrs	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1005	Applied Technical Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	Select 1 of the 2 English courses - 3 hrs	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
		Subtotal: 8
Occupational Courses		
CHEF 1000	Fundamentals of Culinary Arts	3
CHEF 1110	Culinary Safety and Sanitation	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6
	OR	
CHEF 1122	Foundations of Cooking Principles	3
	OR	
CHEF 1124	Foundations of Cooking	3
COMP 1000	Introduction to Computer Literacy	3
CHEF 1530	Fundamentals of Restaurant Operations	5
CHEF 1500	Baking Principles I	5
CHEF 2010	Garde Manger	4
CHEF 2030	Contemporary Cuisine	4
CHEF 1170	Introduction to Culinary Nutrition	3
CHEF 1510	Menu Development	2
	Practicum or Advanced CHEF Course - 3 credit hrs	
CHEF 2001	Baking Principles II	3
	OR	
CHEF 2020	International Cuisine	3
	OR	
CHEF 2100	Culinary Practicum	6
	Select one of the following	
MGMT 1115	Leadership	3
	OR	
CHEF 1140	Principles of Culinary Leadership	3
	OR	
CHEF 2101	Culinary Internship I	3
		Subtotal: 44

Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

CS61 Catering Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	27

Program Description

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors

affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

Required		
CHEF 1110	Culinary Safety and Sanitation	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6
	OR	
CHEF 1122	Foundations of Cooking Principles	3
	OR	
CHEF 1124	Foundations of Cooking	3
CHEF 1500	Baking Principles I	5
CHEF 1530	Fundamentals of Restaurant Operations	5
CHEF 2010	Garde Manger	4
CHEF 2030	Contemporary Cuisine	4

FPW1 Food Production Worker I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	17

Program Description

The Food Production Worker I Technical Certificate of Credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

Required		
CHEF 1000	Fundamentals of Culinary Arts	3
CHEF 1110	Culinary Safety and Sanitation	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6
	OR	
CHEF 1122	Foundations of Cooking Principles	3
	OR	
CHEF 1124	Foundations of Cooking	3
CHEF 1530	Fundamentals of Restaurant Operations	5
		Subtotal: 17

PC51 Prep Cook, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

This technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Timothy Patridge, Program Coordinator

Email: timothy.patridge@sctech.edu

Phone: (770) 412-5708

Program Courses

Required		
CHEF 1000	Fundamentals of Culinary Arts	3
CHEF 1110	Culinary Safety and Sanitation	3
	Cooking Option - 6 credit hours	
CHEF 1120	Principles of Cooking	6
	OR	
CHEF 1122	Foundations of Cooking Principles	3
CHEF 1124	Foundations of Cooking	3

EC13 Early Childhood Care/Education, Associate of Applied Science Degree

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	72

Program Description

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will earn one of three areas of specialization: exceptionalities, infant/toddler, or program administration.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

A minimum grade of C for each ECCE course is required to receive the AAS from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$70
Fingerprint check(s)	$53
Lab Fees	$25
NOCTI Fee	$22

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

Second Term		
COMP 1000	Introduction to Computer Literacy	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1121	Early Childhood Care and Education Practicum	3

ECCE 1121: Students planning to register for the practicum must meet with the ECCE faculty advisor one full semester prior to the semester in which the course will begin.

Third Term		
ECCE 1113	Creative Activities for Children	3
ECCE 2115	Language and Literacy	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3

Fourth Term		
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
PSYC 1101	Introductory Psychology	3
	One (1) Occupational Specialization Course(s)	3

Fifth Term		
	One (1) Occupational Specialization Course(s)	3
	General Education Core Requirements - Choose One from Area I, II, III or IV	3
	Area I Language Arts/Communications - Choose One: (Required)	3
	Area IV Humanities/Fine Arts - Choose One: (Required)	3

Sixth Term		
ECCE 2245	Early Childhood Care and Education Internship I	6
ECCE 2246	Early Childhood Care and Education Internship II	6
	OR	
	Two (2) ECCE courses (non-repetitive courses)	6
	OR	
	Two (2) General Core electives (non-repetitive courses)	6

ECCE 2245, ECCE 2246: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

Specializations—Choose ONE Pair

(Both courses chosen must be from the same area of specialization)

Program Administration specialization requires both courses below

ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

Infant/Toddler Development specialization requires both courses below

ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

Exceptionalities specialization requires both courses below

ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

Subtotal: 6

ECC2 Early Childhood Care/Education, Diploma

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	53

Program Description

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K Programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post—secondary transcripts in an official sealed envelope
- Meet assessment requirements

A minimum grade of C for each ECCE course is required to receive the diploma from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$70
Fingerprint check(s)	$53
Lab Fees	$25
NOCTI Fee	$22

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

First Term

ENGL 1010	Fundamentals of English I	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

Second Term

COMP 1000	Introduction to Computer Literacy	3
MATH 1012	Foundations of Mathematics	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1121	Early Childhood Care and Education Practicum	3

ECCE 1121: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

Third Term		
ECCE 1113	Creative Activities for Children	3
ECCE 2115	Language and Literacy	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
Fourth Term		
PSYC 1010	Basic Psychology	3
ECCE 2116	Math and Science	3
ECCE 2245	Early Childhood Care and Education Internship I	6

ECCE 2245: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

Fifth Term		
ECCE 2246	Early Childhood Care and Education Internship II	6
	OR	
	Two (2) ECCE courses (non-repetitive courses)	6
	Two (2) ECCE Course Specialization (6 credit hours)	6

ECCE 2246: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

CD61 Child Development Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses Henry Site and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a childcare program. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$70
Fingerprint check(s)	$53

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

Required		
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

ECCE 1112	Curriculum and Assessment	3

ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1112: Required

Choose One: (Required)

EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
ECCE 1121	Early Childhood Care and Education Practicum	3

ECCE 1121: Students planning to register for the practicum must meet with the ECCE faculty advisor one full semester prior to the semester in which the course will begin.

EC31 Early Childhood Care and Education Basics, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses Henry Site and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	9

Program Description

The Early Childhood Care and Education (ECCE) Basics TCC includes three Early Childhood Care and Education courses that are needed for entry-level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$70

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

Required

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

ECCE 1101, ECCE 1103, ECCE 1105: Required

EC41 Early Childhood Exceptionalities, Technical Certificate of Credit

Offered at the Griffin Campus, Henry Site, and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	9

Program Description

The Early Childhood Exceptionalities TCC is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low- and high-achieving students). Graduates have qualifications to be employed in

early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

Required		
ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

ECCE 2201, ECCE 2360, ECCE 2362: Required

ECP1 Early Childhood Program Administration, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses Henry Site and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	9

Program Description

The Early Childhood Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a childcare learning center or a group day care center. The program emphasizes child growth and development and management and administration issues involved in managing childcare programs. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

Required		
ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

ECCE 1103, ECCE 2320, ECCE 2322: Required

IC31 Infant and Toddler Child Care Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses Henry Site and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Infant and Toddler Child Care Specialist TCC program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program and DAP curriculum provides an intense look at understanding, learning activities, proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$70

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Diane McHughes, Ed.S., Program Coordinator

Email: diane.mchughes@sctech.edu

Phone: (770) 412 - 5783

Program Courses

Required		
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

ECCE 1101, ECCE 1103, ECCE 1105, ECCE 2330, ECCE 2332: Required

BF21-Barbering for Cosmetologists-Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	10

Program Description

The Barbering for Cosmetologist Technical Certificate allows the student who holds a current Master Cosmetology license to receive additional training that will qualify the student to take the examination for Barbering.

General Admission Requirements

- Active Georgia Master Cosmetology License is required

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Licensure Eligible Program

The Cosmetology program at Southern Crescent Technical College is regulated by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Phone 478-207-2440. Graduates are eligible to take the Georgia State Board of Barbering Examination.

Students must complete ALL BARB COURSES with a grade of C or higher in order to graduate.

Students at least 16 years of age to start the program and 17 years of age to sit for the State Board of Cosmetology licensing exam.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	$248.95
Uniforms	$90
State licensure exam	
Testing	$109
License	$35

Program Courses

Note: While all courses are offered, they may vary by term and campus. **This program is only offered at the Griffin location**. See the program advisor for any questions.

A minimum grade of C for each course is required to receive a Barbering for Cosmetologists TCC from SCTC.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
BARB 1024	Basic Haircutting	3
BARB 1040	Shaving	3
BARB 1100	Live Work Practicum	4
		Subtotal: 10

CGL1 Cosmetology for Licensure, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	44

Program Description

The Cosmetology for Licensure program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

General Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Readmission

If a student changes his/her declared major from Cosmetology to a different program, and then back to Cosmetology, the latest program application date will be used to determine placement on the eligibility list.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	$800
Uniforms	$90
State licensure exam	
Testing	$109
License	$35

A minimum grade of C for each course is required to receive a Cosmetology for Licensure Certificate TCC from SCTC.

Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.

Students at least 16 years of age to start the program and 17 years of age to sit for the State Board of Cosmetology licensing exam.

PLEASE NOTE: Students must choose either the day or evening program. Day and evening classes cannot be combined.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2
		Subtotal: 44

HD21 Hair Designer, Technical Certificate of Credit

Offered at the Flint River Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	36

Program Description

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Note: Students enrolled in the Cosmetology Diploma program MUST meet the general and program admissions requirements for Cosmetology.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	$665.00
Uniforms	$90.00
State licensure exam	
Testing	$109.00
License	$35.00

A minimum grade of C for each course is required to receive a Hair Designer TCC from SCTC.

Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.

Students at least 16 years of age to start the program and 17 years of age to sit for the State Board of Cosmetology licensing exam.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
	Subtotal: 36	

CE11 Esthetician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	33

Program Description

The Cosmetic Esthetician program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologist’s offices.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Licensure Eligible Program

The Cosmetology program at Southern Crescent Technical College is regulated by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Phone 478-207-2440. Graduates are eligible to take the Georgia State Board of Esthetician Examination.

Students at least 16 years of age to start the program and 17 years of age to sit for the State Board of Cosmetology Esthetics licensing exam.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies

Esthetics Kit to include textbooks	$673.25
Uniforms	$60.00
State licensure exam	
Testing	$109.00
License	$35.00

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. **This program is only offered at the Griffin location**. See the program advisor for any questions.

Students must complete ALL ESTH COURSES with a grade of C or higher in order to graduate.

A minimum grade of C for each course is required to receive a Nail Technician TCC from SCTC.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
ESTH 1000	Introduction to Esthetics	3
ESTH 1010	Anatomy and Physiology of the Skin	3
ESTH 1020	Skin Care Procedures	4
ESTH 1030	Electricity and Facial Treatments with Machines	5
COSM 1120	Salon Management	3
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory and Makeup	4
ESTH 1060	Esthetics Practicum I	4
ESTH 1070	Esthetics Practicum II	4
	Subtotal: 33	

NT11 Nail Technician, Technical Certificate of Credit

Offered at the Flint River Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

The Nail Technician program is a sequence of courses that prepares students for careers in the field of nail technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a nail technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required for admissions, **BUT** is required for graduation and licensure

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies

Kit #1	$74.00
Kit #2	$154.50
Uniforms	$90.00
State licensure exam	
Testing	$109.00
License	$35.00

A minimum grade of C for each course is required to

receive a Nail Technician TCC from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1120	Salon Management	3
COSM 1190	Advanced Nail Practicum I	3
COSM 1200	Advanced Nail Practicum II	3
		Subtotal: 19

ST11 Salon and Spa Support Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, Butts Site, GRCCA, Jasper Center, and Henry County AAS

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Salon and Spa Support Specialist technical certificate of credit introduces courses that prepare students for careers in the field of cosmetology as shampoo technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Salon and Spa Support Specialist technical certificate of credit and are employable as a cosmetology salesperson, salon manager, or salon owner.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Note: Students enrolled in the Cosmetology program MUST meet the general and program admission requirements for Cosmetology.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies

Kit #1	$70.75

A minimum grade of C for each course is required to receive a Salon and Spa Support Specialist TCC from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kimberly Rawlins, A.A.S., Program Coordinator

Email: Kimberly.Rawlins@sctech.edu

Phone: (770) 233-6111

Program Courses

Required		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	3
COSM 1120	Salon Management	3
EMPL 1000	Interpersonal Relations and	2

	Professional Development	
	OR	
PSYC 1010	Basic Psychology	3
	OR	
COSM 1040	Styling	3
		Subtotal: 12

PS13 Paralegal Studies, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	69

Program Description

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law; criminal law and procedure; civil litigation; tort law; substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kathleen Mayer, Associate Dean of Arts & Sciences, Business, CIS, Professional Services

Email: kathleen.mayer@sctech.edu

Phone: (770) 412-5752

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Criminal Procedure	3

ENGL 1101: Required

Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Second Term		
PSYC 1101	Introductory Psychology	3
ENGL 1102	Literature and Composition	3
PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3
PARA 1105	Legal Research and Legal Writing I	3

PSYC 1101: Required

Third Term		
SPCH 1101	Public Speaking	3
PARA 1110	Legal Research and Legal Writing II	3
	Specific Occupational Elective (3)	3
	Specific Occupational Elective (3)	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3

MATH 1103 OR MATH 1111: Required

Fourth Term		
PARA 1150	Contracts, Commercial Law and Business Organizations	3
PARA 1120	Real Estate Law	3
PARA 1130	Civil Litigation	3
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3
Fifth Term		
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 2210	Paralegal Internship	6
	Specific Occupational Elective (3)	3

***Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

PARA 2210, PARA 2215: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

PS12 Paralegal Studies, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	39

Program Description

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; researching state and federal law; legal correspondence preparation; family law matters; criminal law and procedure; and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and the skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies diploma.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kathleen Mayer, Associate Dean of Arts & Sciences, Business, CIS, Professional Services

Email: kathleen.mayer@sctech.edu

Phone: (770) 412-5752

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
Second Term		
PSYC 1101	Introductory Psychology	3
PARA 1105	Legal Research and Legal Writing I	3

PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3

PSYC 1101: Required

Third Term

MATH 1103	Quantitative Skills and Reasoning	3
PARA 1110	Legal Research and Legal Writing II	3
	Paralegal Elective	3
	Paralegal Elective	3

***Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

PF21 Paralegal Fundamentals, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Paralegal Fundamentals program is a sequence of courses that introduce students to the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills utilized in the legal profession. The knowledge and skills emphasized in this program include ethical obligations, legal vocabulary, and an introduction to specific areas of law, including a detailed introduction to the areas of family law and criminal law. The Paralegal Fundamentals program introduces students to concepts that are more fully developed in the Paralegal Studies diploma and degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kathleen Mayer, Associate Dean of Arts & Sciences, Business, CIS, Professional Services

Email: kathleen.mayer@sctech.edu

Phone: (770) 412-5752

Program Courses

First Term

PARA 1100	Introduction to Law and Ethics	3

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Second Term

PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1115	Family Law	3

PS71 Paralegal Studies Post Baccalaureate Certificate, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	30

Program Description

The Paralegal Studies Post-Baccalaureate Certificate program provides learning opportunities to help develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement in the legal field. This TCC was developed for students who currently hold a four-year degree in any major. The

knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence and preparation of legal documents; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services.

Admission Requirements

- Submit completed application and application fee
- A student **MUST** have earned a baccalaureate degree from a regionally accredited college or university
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kathleen Mayer, Associate Dean of Arts & Sciences, Business, CIS, Professional Services

Email: kathleen.mayer@sctech.edu

Phone: (770) 412-5752

Program Courses

First Term		
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1140	Tort Law	3
	Paralegal Elective	3
Third Term		
PARA 1120	Real Estate Law	3
PARA 1130	Civil Litigation	3
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 2210	Paralegal Internship	6
Second Term		
PARA 1145	Law Office Management	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	3
PARA 1150	Contracts, Commercial Law and Business Organizations	3
	Paralegal Elective	3

First Responder Programs

Major	Major Code
Criminal Justice Technology	
Criminal Justice Technology (AAS) (p. 358)	CJT3
Criminal Justice Technology (Diploma) (p. 364)	CJT2
Criminal Justice Fundamentals (TCC) (p. 365)	CJ71
Criminal Justice Specialist (TCC) (p. 366)	CJ21
Legal Issues for Criminal Justice (TCC) (p. 362)	LIF1
Selected Topics in Criminal Justice (TCC) (p. 363)	STI1
Introduction to Criminal Justice (TCC) (p. 362)	IT51
Fire Science Technology	
Fire Science Technology (AAS) (p. 367)	FS13
Fire and Emergency Services Occupation (AAS) (p. 360)	FIE3
Fire Science Technology (Diploma) (p. 370)	FST2
Fire Service Professional (Diploma) (p. 371)	FSP2
Firefighter I (TCC) (p. 373)	FF11
Firefighter II (TCC) (p. 374)	FF21
Basic Fire Company Officer (TCC) (p. 368)	BF11
Fire Officer I (TCC) (p. 369)	FF31
Fire Officer II (TCC) (p. 370)	FF51
Forensic Science Technology	
Crime Scene Investigation (TCC) (p. 357)	CB71
Forensic Science Technology (AAS) (p. 375)	FST3
Forensic Science Technology (Diploma) (p. 376)	FS12
Forensic Science Fundamentals (TCC) (p. 377)	FSF1

CB71 Crime Scene Investigation, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin Campus

Program Entrance Term:	
Minimum Length of Program:	3 term
Minimum Credit Hours for Graduation:	22

Program Description

The Crime Scene Investigation Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program

from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julie Gates, B.S., Program Coordinator

Email: Julie.Gates@sctech.edu

Phone: (770) 412-5751

Program Courses

Select one of the following courses		
ENGL 1010	Fundamentals of English I	3
ENGL 1101	Composition and Rhetoric	3
ENGL 1005	Applied Technical Communication	3
Required		
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

Total Credit Hours: 22

CJT3 Criminal Justice Technology, Associate of Applied Science Degree

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3

ENGL 1101: Required

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Second Term

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3

Humanities/Fine Arts electives—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Degree Courses in this catalog)

Subtotal: 3

Third Term

CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2050	Criminal Procedure	3

Fourth Term

CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3

Practicum OR Internship—Choose one

CRJU 2090	Criminal Justice Practicum	3
	OR	
CRJU 2100	Criminal Justice Internship/Externship	3

Subtotal: 3

CRJU 2090, CRJU 2090: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

CRJU Elective (Choose from courses below)

Subtotal: 3

Fifth Term

Occupational electives: minimum 15 elective credit hours from below

CRJU 1021	Private Security	3
CRJU 1043	Probation and Parole	3
CRJU 1050	Police Patrol Operations	3
CRJU 1052	Criminal Justice Administration	3
CRJU 1054	Police Officer Survival	3
CRJU 1056	Police Traffic Control and Investigation	3

CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2012	Forensic Trace Evidence	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2033	Death Investigation	3
FOSC 2035	Forensic Photography	4
FOSC 2037	Victimology	3
FOSC 2039	Computer Forensics	5
FOSC 2040	Forensic Firearms and Toolmark Identification	4
FOSC 2041	Latent Print Examination	4
FOSC 2150	Case Preparation and Courtroom Testimony	4
		Subtotal: 15

FIE3 Fire and Emergency Services Occupation, Associate of Applied Science Degree

Effective 202512

Offered at the Griffin Campus and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	64

Program Description

The FIE3- Fire & Emergency Services Occupation degree program was designed for individuals currently employed in the public safety areas of fire service and emergency medical services seeking a degree for promotional purposes. Our FIE3 is not an entry level option. Southern Crescent Technical College offers two entry level diploma options that will bridge to degrees.

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Must have a valid Georgia Driver’s License or a government issued photo identification that includes the applicant’s date of birth.
- Students must maintain a minimum of a 2.0 GPA.

Prospective students already certified or licensed as Firefighters (explained further) who wish to complete degree requirements may receive experiential credit (prior learning credits) with documentation. Southern Crescent Technical College can only grant prior learning credits for ProBoard (NPQ) National Professional Qualifications and International Fire Service Accreditation Congress (IFSAC) certificates. For these certifications to be accepted, they must have the proper visible and legible seals and certification numbers.

The College accepts credit from the College Board's College-Level Examination Program (CLEP). A grade of EXP is assigned for awarded CLEP credit. Quality points are not awarded for CLEP, therefore, courses with CLEP credit are not calculated into the GPA during the admissions process.

Student must present copies of both certifications (NPQ/IFSAC FF 1 & FF 2) to the First Responder Program's Department Chair to be granted prior learning credits for the following FIRE courses: Individuals without certifications will have to take the Fire courses to receive credit.

Southern Crescent Technical College may grant up to 54 credit hours of prior learning assessment credits to eligible students upon the submission of ProBoard (NPQ) National Professional Qualifications and International Fire Service Accreditation Congress (IFSAC) certificates to the First Responder Program's Department Chair.

Eligible students may receive these prior learning assessment credit hours for certifications in Firefighter I, Firefighter II, AEMT/Paramedicine. The student granted prior learning assessment credit hours must complete 25% of the FIE3 program at Southern Crescent Technical College. The student must be enrolled in the FIE3 program and complete at least one semester in the program prior to the credit hours being awarded.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

Area I Language Arts Communications 3 credit hours		
COMM 1100	Human Communication	3
	OR	
ENGL 1101	Composition and Rhetoric	3
	OR	
SPCH 1101	Public Speaking	3
Area II Social Behavioral Science 6 credit hours		
ECON 1101	Principles of Economics	3
	OR	
ECON 2105	Macroeconomics	3
	OR	
ECON 2106	Microeconomics	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 1112	World History II	3
	OR	
HIST 2111	U.S. History I	3
	OR	
HIST 2112	U.S. History II	3
	OR	
POLS 1101	American Government	3
	OR	
POLS 2401	Global Issues	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
SOCI 2600	Introduction to Social Problems	3
Area III Natural Sciences Mathematics 3 credit hours		
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
Area IV Humanities Fine Arts 3 credit hours		
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2110	World Literature	3
	OR	
ENGL 2130	American Literature	3
	OR	
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
THEA 1101	Theatre Appreciation	3
Occupational Courses 49 credit hours		
	Fire Science Course Requirements	28
FRSC 1020	Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter - MODULE I	5
FRSC 1040	Basic Firefighter - MODULE II	3
FRSC 1050	Fire and Life Safety EducatorI	3
FRSC 1060	Fire Prevention, Preparedness and Maintenance	3
FRSC 1070	Introduction to Technical Rescue	4
FRSC 1080	Fireground Operations	3
FRSC 1141	Hazardous Materials Operations	4
	EMT Course Requirements	12
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1

	AEMT Course Requirements	9
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician Lab I	1
EMSP 1560	Advanced Emergency Medical Technician (AEMT) Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT) Lab II	1
EMSP 1570	Advanced Emergency Medical Technician Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1

Subtotal: 49

IT51 Introduction to Criminal Justice, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin and Flint River Campuses and Henry and Jasper County Centers, and Online

Program Entrance Term:

Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

Required		
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedure	3

Total Credit Hours: 12

LIF1 Legal Issues for Criminal Justice, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin and Flint River Campuses and Henry and Jasper County Centers, and Online

Program Entrance Term:

Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Legal Issues of Criminal Justice Technical Certificate

of Credit is a sequence of courses that introduces the student to the legal issues relevant to criminal justice. Learning opportunities develop knowledge that is used as a basis for job related training, as an entry point for a diploma or degree programs, or pursuit of entry level job acquisition. The Legal Issues of Criminal Justice Technical Certificate contains sufficient hours in in-service law enforcement to meet the college requirements of the Intermediate Certificate of the Career Development Program of the Georgia Peace Officers Standards and Training Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

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Phone: (770) 412-5713

Program Courses

Required		
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2201	Criminal Courts	3
FOSC 2150	Case Preparation and Courtroom Testimony	4

Total Credit Hours: 13

STI1 Selected Topics in Criminal Justice, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin and Flint River Campuses and Henry and Jasper County Centers, and Online

Program Entrance Term:

Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Selected Topics in Criminal Justice Certificate of Credit is a sequence of courses that introduces the student to specific matters that are of distinctive relevance to criminal justice. Learning opportunities develop knowledge that is used as a basis for job related training as an entry point for a diploma or degree program, or pursuit of entry level job acquisition. The Selected Topics in Criminal Justice Technical Certificate contains sufficient hours for in-service law enforcement to meet the college requirements of the Intermediate Certificate of the Career Development Program of the Georgia Peace Officers Standards and Training Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **required**

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

Required		
CRJU 1052	Criminal Justice Administration	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2070	Juvenile Justice	3

Total Credit Hours: 12

CJT2 Criminal Justice Technology, Diploma

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	48

Program Description

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
CRJU 1010	Introduction to Criminal Justice	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
MATH 1012	Foundations of Mathematics	3
CRJU 1030	Corrections	3

CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3

Third Term

CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3

Fourth Term

Practicum or Internship—Choose one

CRJU 2090	Criminal Justice Practicum	3
	OR	
CRJU 2100	Criminal Justice Internship/Externship	3

Subtotal: 3

CRJU 2090, CRJU 2100: Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

Choose three Occupational electives below (minimum of 9 hours)

Specific Occupational Electives

CRJU 1021	Private Security	3
CRJU 1043	Probation and Parole	3
CRJU 1050	Police Patrol Operations	3
CRJU 1052	Criminal Justice Administration	3
CRJU 1054	Police Officer Survival	3
CRJU 1056	Police Traffic Control and Investigation	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2012	Forensic Trace Evidence	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2033	Death Investigation	3
FOSC 2035	Forensic Photography	4
FOSC 2037	Victimology	3
FOSC 2039	Computer Forensics	5
FOSC 2040	Forensic Firearms and Toolmark Identification	4
FOSC 2041	Latent Print Examination	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

CJ71 Criminal Justice Fundamentals, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry and Jasper County Centers, and Online

Program Entrance Term:	Fall, Spring Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Criminal Justice Fundamentals technical certificate of credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical applications necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Fundamentals technical certificate of credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied

employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Required		
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

CJ21 Criminal Justice Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry and Jasper County Centers, and Online

Program Entrance Term:	Fall, Spring Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	15

Program Description

The Criminal Justice Specialist technical certificate of credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical applications necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist technical certificate of credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

Required		
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal	3

	Justice	
CRJU 2020	Constitutional Law for Criminal Justice	3

FS13 Fire Science Technology, Associate of Applied Science Degree

Offered at the Griffin Campus and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	62

Program Description

The Fire Science Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
FRSC 1100	Introduction to the Fire Service	3
FRSC 1110	Fire Administration - Supervision and Leadership	3

ENGL 1101: Required

Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered a t this institution.

Second Term		
FRSC 1115	Fire Behavior and Combustion	3
	OR	
FRSC 1121	Firefighting Strategy and Tactics	3
FRSC 1132	Fire Service Instructor	4
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	

THEA 1101	Theatre Appreciation	3
		Subtotal: 3

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Degree Courses in this catalog)

Subtotal: 3

Third Term		
FRSC 1141	Hazardous Materials Operations	4
FRSC 1151	Fire Prevention & Inspection	4
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Social/Behavioral Science—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Fourth Term		
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Protection Systems	3
Fifth Term		
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4
FRSC 2170	Fire and Arson Investigation	4

Note: All courses must be completed with a grade of C or better.

BF11-Basic Fire Company Officer, Technical Certificate of Credit

Offered at the Griffin Campus and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Basic Fire Company Officer Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters and company officers in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Basic Fire Company Officer Technical Certificate of Credit. Exit examination can be administered for Basic Fire Company Officer after these courses have successfully completed and the respective task book has been completed. If the exit examination and task book are successfully completed, the candidate will be issued an NPQ Certification Application through GFSTC.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Students must be enrolled in the Fire Science Degree (FS13) or Diploma (FST2) program to be awarded this TCC.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual’s path to completion

may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Program Courses

First Term		
FRSC 1121	Firefighting Strategy and Tactics	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4

Note: All courses must be completed with a grade of C or better.

FF31 Fire Officer I, Technical Certificate of Credit

Offered at the Griffin Campus and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

The Fire Officer I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Fire Officer I Technical Certificate of Credit. Students should be graduates of the Basic Company Officer Technical Certificate of Credit before enrolling in this program.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Students must be enrolled in the Fire Science Degree (FS13) or Diploma (FST2) program to be awarded this TCC.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

First Term		
FRSC 1110	Fire Administration - Supervision and Leadership	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operations	4
FRSC 2120	Fire Protection Systems	3

Note: All courses must be completed with a grade of C or better.

FF51 Fire Officer II, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

The Fire Officer II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as a Fire Company Officer in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II Level. Program graduates receive a Fire Officer II Technical Certificate of Credit. Students should be graduates of the Fire Officer I Technical Certificate of Credit before enrolling in this program. Note: Candidates must be certified at the level of NPQ Fire Officer I to be eligible for NPQ Fire Officer II certification.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Students must be enrolled in the Fire Science Degree (FS13) or Diploma (FST2) program to be awarded this TCC.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

First Term		
FRSC 1151	Fire Prevention & Inspection	4
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2170	Fire and Arson Investigation	4

Note: All courses must be completed with a grade of C or better.

FST2 Fire Science Technology, Diploma

Offered at the Griffin Campus and Online

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	55

Program Description

The Fire Science Diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 412-5713

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Choose one of the following		
PSYC 1010	Basic Psychology	3
	OR	
EMPL 1000	Interpersonal Relations and Professional Development	2
Second Term		
FRSC 1100	Introduction to the Fire Service	3
FRSC 1110	Fire Administration - Supervision and Leadership	3
FRSC 1115	Fire Behavior and Combustion	3
	OR	
FRSC 1121	Firefighting Strategy and Tactics	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Third Term		
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operations	4
FRSC 1151	Fire Prevention & Inspection	4
Fourth Term		
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Protection Systems	3
Fifth Term		
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4
FRSC 2170	Fire and Arson Investigation	4

Note: All courses must be completed with a grade of C or better.

FSP2 Fire Service Professional, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	48

Program Description

The Fire Service Professional Diploma is a sequence of courses designed in cooperation with Georgia Firefighter Standards and Training Council and Georgia State Office of Emergency Services and Trauma (SOEMST) to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and will be offered the opportunity to be certified at the National Professional Qualifications (Pro-Board) at the Firefighter I and II levels and National Registry of Emergency Medical Technicians

at the Emergency Medical Responders (EMR) level. Program graduates receive a Technical Certificate of Credit in Firefighter I, II, and EMR. Note: Candidate must be certified at the NPQ Firefighter I level to be eligible to challenge the Pro-Board Firefighter II certification process. Candidate must hold Pro-Board Firefighter 1 certification in order to meet prerequisites to challenge the Pro-Board Firefighter II certification process. The EMR certificate element of this program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. The EMR curriculum offers candidates the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and ability to assist higher level personnel at the scene and during transport. EMR level personnel function as part of a comprehensive EMS response under medical oversight. The EMR certificate provides students with the opportunity to prepare for entry-level occupations in a variety of pre-hospital, industrial, and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination. Students enrolled in this diploma will be eligible to be awarded the Firefighter I, Firefighter II, and Emergency Medical Responders TCCs as they complete all the required courses for each TCC.

Note: criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxycodone must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the end of the **first** week of class. The NIMS classes are offered online by FEMA at www.training.fema.gov. Students must present the course(s) completion certificate(s) before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**
- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

First Term		
FRSC 1020	Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter - MODULE I	5
FRSC 1040	Basic Firefighter - MODULE II	3
FRSC 1141	Hazardous Materials Operations	4
Second Term		
FRSC 1050	Fire and Life Safety EducatorI	3
FRSC 1060	Fire Prevention, Preparedness and Maintenance	3
FRSC 1070	Introduction to Technical Rescue	4
FRSC 1080	Fireground Operations	3
MATH 1012	Foundations of Mathematics	3
Third Term		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1011	Structure and Function of the Human Body	5
EMSP 1010	Emergency Medical Responder	4
COLL 1500	Student Success	3
ENGL 1010	Fundamentals of English I	3

Note: All courses must be completed with a grade of C or better.

FF11 Firefighter I, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	15

Program Description

The Firefighter I technical certificate of credit program is conducted in cooperation with Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge developed by the National Fire Protection Association. Graduates will be offered the opportunity to test for National Professional Qualifications level Firefighter I and Hazardous Materials Operations. Program graduates receive a Firefighter I technical certificate of credit.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxycodone must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the end of the **first** week of class. The NIMS classes are offered online by FEMA at www.training.fema.gov. Students must present the course(s) completion certificate(s) before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**
- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

Firefighter I (FF11) and Firefighter II (FF21) are embedded TCCs of the Fire Service Professional Diploma (FSP2). Students must be enrolled in the Fire Service Professional Diploma (FSP2) to receive the Fire Fighter I (FF11) TCC and Firefighter II (FF21) TCC.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

Required		
FRSC 1020	Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter - MODULE I	5
FRSC 1040	Basic Firefighter - MODULE II	3
FRSC 1141	Hazardous Materials Operations	4

Note: Student must complete all courses in the same term with a grade of C or better.

FF21 Firefighter II, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Firefighter II technical certificate of credit program is conducted in cooperation with Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the National Fire Protection Association. Students must be a graduate of Firefighter I technical certificate of credit or NPQ Firefighter I Certified. Program graduates receive a Firefighter II technical certificate of credit.

Note: Candidate must be certified at the NPQ Firefighter I level to be eligible for NPQ Firefighter II certification.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxycodone must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the **first** week of class. The NIMS classes are offered online by FEMA at www.training.fema.gov. Students must present the course(s) completion certificate

before credit can be awarded**. (Required document)**

- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**
- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

Firefighter I (FF11) and Firefighter II (FF21) are embedded TCCs of the Fire Service Professional Diploma (FSP2). Students must be enrolled in the Fire Service Professional Diploma (FSP2) to receive the Fire Fighter I (FF11) TCC and Firefighter II (FF21) TCC.

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Rosanna Dove, M.P.A., Department Chair

Email: Rosanna.Dove@sctech.edu

Phone: (770) 412-5713

Program Courses

Required		
FRSC 1050	Fire and Life Safety EducatorI	3
FRSC 1060	Fire Prevention, Preparedness and Maintenance	3
FRSC 1070	Introduction to Technical Rescue	4
FRSC 1080	Fireground Operations	3

Note: Student must complete all courses in the same term with a grade of C or better.

FST3 Forensic Science Technology, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	64

Program Description

The Forensic Science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention, or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science, or criminal justice fields.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied

employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julie Gates, B.S., Program Coordinator

Email: Julie.Gates@sctech.edu

Phone: (770) 412-5751

Program Courses

First Term		
FOSC 1206	Introduction to Forensic Science	3
ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
Second Term		
MATH 1111	College Algebra	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
Third Term		
	Humanities/Fine Arts Elective	3
CRJU 2050	Criminal Procedure	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
FOSC 2010	Crime Scene Investigation I	4
Fourth Term		
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
FOSC 2011	Crime Scene Investigation II	4
FOSC 2150	Case Preparation and Courtroom Testimony	4
Fifth Term		
FOSC 2014	Documentation and Report Preparation	4
SPCH 1101	Public Speaking	3
FOSC 2033	Death Investigation	3
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

FS12 Forensic Science Technology, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	51

Program Description

The Forensic Science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention, or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science, or criminal justice fields.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julie Gates, B.S., Program Coordinator

Email: Julie.Gates@sctech.edu

Phone: (770) 412-5751

Program Courses

First Term		
FOSC 1206	Introduction to Forensic Science	3
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
Second Term		
MATH 1012	Foundations of Mathematics	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
Third Term		
CRJU 2050	Criminal Procedure	3
ALHS 1011	Structure and Function of the Human Body	5
FOSC 2010	Crime Scene Investigation I	4
Fourth Term		
FOSC 2011	Crime Scene Investigation II	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2150	Case Preparation and Courtroom Testimony	4
Fifth Term		
FOSC 2033	Death Investigation	3

FSF1 Forensic Science Fundamentals, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Forensic Science Fundamentals Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julie Gates, B.S., Program Coordinator

Email: Julie.Gates@sctech.edu

Phone: (770) 412-5751

Program Courses

Required		
FOSC 1206	Introduction to Forensic Science	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3

Note: Student must complete all courses in the same term with a grade of C or better.

Technical and Industrial Technology Programs

Major	Major Code
Air Conditioning Technology	
Air Conditioning Technology (AAS) (p. 382)	ACT3
Air Conditioning Technology (Diploma) (p. 387)	ACT2
Air Conditioning Electrical Technician (TCC) (p. 389)	ACK1
Air Conditioning Repair Specialist (TCC) (p. 391)	ACY1
Air Conditioning System Maintenance Technician (TCC) (p. 392)	AZ21
Air Conditioning Technician Assistant (TCC) (p. 393)	AZ31
Heating and Air Conditioning Installation Technician (TCC) (p. 394)	HAA1
Light Commercial Air Conditioning Specialization (TCC) (p. 394)	LC11
Residential Air Conditioning Technician (TCC) (p. 395)	RA21
Automated Manufacturing Technology	
Precision Manufacturing and Maintenance (AAS) (p. 395)	PMA3
Precision Manufacturing and Maintenance GACATT (Diploma) (p. 397)	PMA2
Manufacturing Maintenance Technician (TCC) (p. 398)	MM71
Manufacturing Maintenance Fundamentals (TCC) (p. 386)	MM11
Dual Enrollment Manufacturing Maintenance Technician (TCC) (p. 399)	MMM1
Manufacturing Production Assistant (TCC) (p. 400)	MP31
Dual Enrollment Manufacturing Production Assistant (TCC) (p. 400)	MMP1
Industrial Maintenance Technician (TCC) (p. 401)	IM31
Auto Collision Repair	
Auto Collision Repair (Diploma) (p. 402)	ACR2
Automotive Collision Repair Assistant I (TCC) (p. 403)	AB51
Automotive Refinishing Assistant I (TCC) (p. 403)	ARA1
Automotive Refinishing Assistant II (TCC) (p. 404)	AP71
Automotive Technology	
Automotive Technology (AAS) (p. 404)	AT23
Automotive Technology (Diploma) (p. 406)	AT14
Automotive Fundamentals (Diploma) (p. 407)	AF12
Auto Electrical/Electronic Systems Technician (TCC) (p. 408)	AE41
Automotive Chassis Technician Specialist (TCC) (p. 408)	ASG1
Automotive Climate Control Technician (TCC) (p. 409)	AH21

Automotive Engine Performance Technician (TCC) (p. 410)	AE51
Automotive Engine Repair Technician (TCC) (p. 410)	AE61
Automotive Transmission/Transaxle Tech Specialist (TCC) (p. 411)	AA71

Aviation

Basic sUAS - Drone Technology (TCC) (p. 389)	BDT1
small Unmanned Aircraft System (sUAS) (TCC) (p. 390)	SU11

Carpentry

NCCER Carpentry Technology (Diploma)	CT22
NCCER Advanced Carpentry (TCC)	AB71
NCCER Carpentry Fundamentals (TCC)	CF21
NCCER Carpentry Technology (TCC)	CT31

Civil Engineering Technology

Civil Engineering Technology (AAS)	CEE3

Construction Management

NCCER Construction Management (Diploma)	CM22

Commercial Truck Driving

Commercial Driving – Class A (TCC) (p. 416)	CT61

Diesel Equipment Technology

Diesel Equipment Technology (Diploma) (p. 417)	DET4
Diesel Electrical and Electronic Systems Technician (TCC) (p. 418)	DE11
Diesel Engine Service Technician (TCC) (p. 419)	DE21
Diesel Truck Maintenance Technician (TCC) (p. 386)	DTM1

Electrical Construction and Maintenance

Commercial Wiring (TCC) (p. 385)	CW31
Electrical Systems Technology (Diploma) (p. 419)	ES12
Electrical Contracting Technician (TCC) (p. 423)	ECL1
Electrical Technician (TCC) (p. 423)	ET51
Photovoltaic Systems Installation and Repair Technician (TCC) (p. 424)	PS11
Electrical Lineworker (TCC) (p. 425)	EL11
Industrial Electrical Controls (TCC) (p. 421)	IE31

Environmental Horticulture

Horticulture (AAS) (p. 425)	EH13
Horticulture (Diploma) (p. 427)	EH12
Garden Center Technician (TCC) (p. 428)	GC31
Landscape Specialist (TCC) (p. 428)	LS11
Sustainable Urban Agriculture Technician (TCC) (p. 429)	SUA1
Turfgrass Maintenance Technician (TCC) (p. 430)	TM21

Industrial Systems Technology

Automation Technology (AAS) (p. 431)	IS13
Automation Technology (Diploma) (p. 433)	IST4
Automation and Robotics Technology (TCC) (p. 421)	EM81
Industrial Electrician (TCC) (p. 434)	IE41
Industrial Fluid Power Technician (TCC) (p. 434)	IF11
Industrial Motor Control Technician (TCC) (p. 435)	IM41
Industrial Mechanical Systems (Diploma) (p. 435)	IMS2
Industrial Maintenance Assistant (TCC) (p. 436)	IM11
Industrial Systems Fundamentals (TCC) (p. 437)	IS61
Mechatronics Technology (AAS) (p. 437)	MT23
Mechatronics Technology (Diploma) (p. 439)	MTD2
Mechatronics Technician (TCC) (p. 440)	MT21
Programmable Control Technician (TCC) (p. 441)	PC81
Robotic Technician (TCC)	RT41
Plastics and Polymer Technology (TCC) (p. 387)	PA81

Machine Tool Technology

CNC Technology (Diploma) (p. 441)	CT12
Precision Machining and Manufacturing (Diploma) (p. 442)	MTT2
CNC Specialist (TCC) (p. 443)	CS51
Lathe Operator (TCC) (p. 444)	LP11
Mill Operator (TCC) (p. 444)	MP11

Natural Gas

Natural Gas Technician (TCC)	NGT1

Plumbing

NCCER Plumbing and Pipefitting Technology (Diploma) (p. 445)	PT32
NCCER Plumbers Assistant (TCC)	BP11
NCCER Plumbing Technician (TCC) (p. 447)	PT11
NCCER Intermediate Plumbing Technician (TCC) (p. 447)	IPT1
NCCER Advanced Plumbing Technician (TCC) (p. 448)	AP61
NCCER Pipefitting Technology (TCC) (p. 448)	PT31
NCCER Basic Pipefitter(TCC) (p. 449)	BP21
NCCER Intermediate Pipefitting Technician (TCC) (p. 450)	IP31
NCCER Advanced Pipefitting Technician (TCC) (p. 450)	AM71

Water Quality Management

Water Quality Technician (TCC) (p. 391)	WQT1

Welding and Joining Technology

NCCER Welding and Joining Technician	WA12

(Diploma) (p. 451)	
NCCER Shielded Metal Arc Welding (TCC) (p. 452)	SM21
NCCER Dual Enrollment Shielded Metal Arc Welding (TCC) (p. 453)	MS71
NCCER Gas Metal Arc Welding (TCC) (p. 453)	GM21
NCCER Dual Enrollment Gas Metal Arc Welding (TCC) (p. 454)	MGW1
NCCER Gas Tungsten Arc Welding (TCC) (p. 454)	GT31
NCCER Dual Enrollment Gas Tungsten Arc Welding (TCC) (p. 455)	MGE1
NCCER Pipe Welder (TCC) (p. 456)	NP31
Aviation Welding Fundamentals (TCC) (p. 384)	AWF1

Commercial Truck Driving (CDL) Program Application: https://www.sctech.edu/programs/cdl-program-application/

ACT3 Air Conditioning Technology, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	66

Program Description

The Air Conditioning Technology associate degree program is a sequence of courses that prepares students for careers in the HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical applications necessary for successful employment. Program graduates receive an Air Conditioning Technology Program associate degree that qualifies them as entry-level technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

Other required expenses for industry exams

EPA 608 Certification	$25 (Must be achieved before or during AIRC 1060)
HVAC Excellence competency/work ready/exit exam (AIRC 1030) in HVACR Electrical Fundamentals	$15
HVAC Excellence competency/work ready/exit exam (AIRC 1050) in HVACR Electrical Components and Controls	$15

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

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Phone: (770) 467-6052

Program Courses

First Term

ENGL 1101	Composition and Rhetoric	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

ENGL 1101: Required

Natural Sciences/Mathematics elective—Choose one: (Required)

MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3

Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Second Term

AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

Social/Behavioral Sciences elective—Choose one: (Required)

ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3

Subtotal: 3

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

Third Term

AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

Humanities/Fine Arts elective—Choose one: (Required)

HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3

Subtotal: 3

Fourth Term

General Core elective: (Required)

Choose one non-repetitive course from Area I, II, III, or IV (see General Education Degree Courses in this catalog)

Subtotal: 3

Required

AIRC 1090	Troubleshooting Air Conditioning Systems	4
	Specific Occupational Elective (3)	3
	Specific Occupational Elective (3)	3

Specific Occupational Electives (minimum of 8 Credits required)

AIRC 2005	Design and Application of Light Commercial Air Conditioning	4
AIRC 2010	Light Commercial Air Conditioning Control Systems	4
AIRC 2020	Light Commercial Air Conditioning Systems Operation	4

Subtotal: 8

AWF1 Aviation Welding Fundamentals, Technical Certificate of Credit

Effective 202516

Offered at the Griffin, Flint, Jasper, Fayette, and GRCCA

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	17

Program Description

The Aviation Welding TCC at Southern Crescent Technical College provides students with the foundational skills and specialized training needed for welding in the aviation and aerospace industries. This program equips students with construction trade fundamentals, blueprint reading, and advanced welding techniques, ensuring they meet industry standards for precision and quality in aircraft fabrication and repair. The curriculum begins with Construction Trade Fundamentals (COFC 1080), covering essential safety protocols, tool usage, and material handling. Students will then progress to Blueprint Reading for Welding Technology (WELD 1030) to develop the ability to interpret detailed welding schematics and industry drawings. Hands-on training in Gas Tungsten Arc Welding (GTAW) is provided through WELD 1045 and WELD 1150, where students master TIG welding techniques on aluminum and other aviation-grade materials. Finally, Fabrication Processes (WELD 1151) reinforces structural welding skills used in aircraft manufacturing and repair. Program Highlights: Comprehensive training in aviation-grade welding and fabrication. Hands-on experience with Gas Tungsten Arc Welding (GTAW/TIG)In-depth instruction in blueprint reading and structural fabrication. Career opportunities in aircraft manufacturing, aerospace welding, and structural repair. Graduates will be prepared for entry-level positions in aviation welding, contributing to the growing demand for skilled professionals in Georgia's aerospace industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
COFC 1080	Construction Trades Core	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1045	Gas Tungsten Arc Welding I	3
WELD 1150	Advanced Gas Tungsten Arc Welding I	3
WELD 1151	Fabrication Processes	3
		Subtotal: 17

BMP1 Basic Materials Processing Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Basic Material Processing certificate program is designed to introduce students to the transformation of industrial materials from a raw material state to finished parts or products. Emphasis is placed on industrial safety, basic machine tool processes, lathe operations, and mill operations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED is **required**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion

may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

First Term

MCHT 1011 (p. 592)	Introduction to Machine Tool	4

Second Term

MCHT 1119 (p. 593)	Lathe Operations I	4
MCHT 1120 (p. 593)	Mill Operations I	4

Program Courses

Required		
MCHT 1011	Introduction to Machine Tool	4
Second Term		
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

CW31 Commercial Wiring, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin Campus

Program Entrance Term:

Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

Required		
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
IDFC 1007	Industrial Safety Procedures	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
Select One of the following DC courses		
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Select One of the following AC courses		
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Total Credit Hours: 18

DTM1 Diesel Truck Maintenance Technician, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Flint River Campus and Butts Site

Program Entrance Term:

Minimum Length of Program:	2 term
Minimum Credit Hours for Graduation:	23

Program Description

The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

Admission Requirements

- Submit completed application and application fee
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kevin Milligan, Program Coordinator

Email: kevin.milligan@sctech.edu

Phone: (770) 504-7588

Program Courses

Required		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4
Select 7 Credits from Electrical Course Options		
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4

Total Credit Hours: 23

MM11 Manufacturing Maintenance Fundamentals, Technical Certificate of Credit

Effective 202516 (Summer 2025)

Offered at the Griffin and Flint River Campuses, GRCCA and Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 term
Minimum Credit Hours for Graduation:	25

Program Description

The Manufacturing Maintenance Fundamentals Technical Certificate of Credit provides training to assist students employed in a variety of positions within the industrial equipment maintenance field to develop new or reinforce existing skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term

and campus. See the program advisor for any questions.

Contact Us

Richard Hickmon, Program Coordinator

Email: Richard.Hickmon@sctech.edu

Phone: (706) 646-6393

Program Courses

Required		
IDFC 1007	Industrial Safety Procedures	2
MATH 1012	Foundations of Mathematics	3
MCHT 1012	Print Reading for Machine Tool	3
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
Select One of the following DC courses		
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
Select One of the following AC courses		
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Total Credit Hours: 25

PA81 Plastics and Polymer Technology, Technical Certificate of Credit

Effective 202612 (Fall 2025)

Offered at the Fayette COI

Program Entrance Term:	Fall
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

The Plastics Technology program at Southern Crescent Technical College is designed to provide students with a comprehensive foundation in the plastics industry. This program equips students with the knowledge and skills necessary to enter various careers within the plastics manufacturing sector, including roles in polymer chemistry, materials testing, molding processes, and safety practices. The curriculum combines theoretical knowledge with practical applications, preparing graduates for a range of occupations in the industry.Occupation Preparation:Students in this program are prepared for roles such as Plastics Technicians, Quality Control Analysts Manufacturing Process Specialist, Maintenance Technician, and Production Supervisors.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED is **required**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Eleen Herbert, Dean Industrial Technology

Email: eleenherbert@sctech.edu

Phone: 770-914-4434

Program Courses

First Term		
PLST 1000	Introduction to the Plastics Industry	2
PLST 1010	Plastics and Polymers Materials	3
PLST 1015	Plastics and Polymers Materials Testing	3
PLST 1020	Plastics Manufacturing Processes I	3
PLST 1030	Plastics Manufacturing Processes II	3

Total Credit Hours: 14

ACT2 Air Conditioning Technology, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	51

Program Description

The Air Conditioning Technology diploma program is a sequence of courses that prepares students for careers in the HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical applications necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

Other required expenses for industry exams

EPA 608 Certification	$25 (Must be achieved before or during AIRC 1060)
HVAC Excellence competency/work ready/exit exam (AIRC 1030) in HVACR Electrical Fundamentals	$15
HVAC Excellence competency/work ready/exit exam (AIRC 1050) in HVACR Electrical Components and Controls	$15

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

First Term

MATH 1012	Foundations of Mathematics	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

Second Term

ENGL 1010	Fundamentals of English I	3
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

Choose One: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

Third Term		
EMPL 1000	Interpersonal Relations and Professional Development	2
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4

ACK1 Air Conditioning Electrical Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required
- Meet assessment requirements

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

BDT1 Basic sUAS - Drone Technology, Technical Certificate of Credit

Offered at the Griffin Campus and Fayette COI Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Basic sUAS-Drone Technology Technical Certificate of Credit (TCC) provides students with the opportunity to acquire a Federal Aviation Administration Part 107 Certification as a Remote Pilot with small Unmanned Aircraft Systems Rating. Within this structured training program, students will develop the basic necessary skills and knowledge to operate Remote Aircraft Systems with commercial privileges. In addition, the completion of this certificate will provide basic aerodynamics of sUAS-Drone multi-rotor aircraft (flight training), basic sUAS-Drone preflight and basic post flight inspection, basic competency in operating within the national airspace system, basic weather information and basic weather interpretation for sUAS-Drone operations. Successful completion of the Basic sUAS-Drone Technology TCC prepare students to enter into the SU11 Small Unmanned Aircraft Systems TCC.

Small unmanned aircraft systems (sUAS) are playing an increasingly vital role across a wide range of industries, including agriculture, construction, public safety, environmental monitoring, media production, and logistics. This course provides students with the foundational knowledge required to prepare for the Federal Aviation Administration Remote Pilot Certification exam, the credential necessary for commercial UAV operations. Instruction emphasizes airspace classification, aviation weather, flight planning, and regulatory compliance, ensuring students are equipped to operate safely and effectively within the National Airspace System.

In addition to classroom learning, students participate in laboratory sessions that provide hands-on experience with

multiple multicopter UAV platforms, as well as exposure to their associated software and applications. These practical exercises allow students to develop technical proficiency in flight operations, mission planning, and data collection. By integrating theoretical instruction with applied training, the course prepares students to confidently apply UAV technology to industry-specific tasks and emerging professional opportunities.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Robin Eckhardt, Program Manager

Email: Robin.Eckhardt@sctech.edu

Phone: 770-412-4033

Program Courses

Required		
AVOT 2001	UAS Concepts	3
AVOT 2003	Aviation Meteorology and National Airspace System	3
AVOT 2103	Small Unmanned Aircraft System Regulations	3

SU11 small Unmanned Aircraft System (sUAS), Technical Certificate of Credit

Offered at the Griffin Campus and Fayette COI Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The small Unmanned Aircraft Systems TCC provides students the opportunity to acquire a Federal Aviation Administration Certification as a Remote Pilot with small Unmanned Arial Systems Rating. Within this structured training program, students will develop the necessary skills and knowledge to operate Remote Aircraft Systems with commercial privileges. In addition, the completion of this certificate will enable individuals to operate Drones for hire throughout the United States. FAA certification will provide employers the confidence that applicants have acquired the necessary skills to perform tasks utilizing sUAS systems safely within the National Airspace System. Simulator systems knowledge in addition to actual hands-on flight operations will prepare students for a variety of commercial applications.

This program is designed to prepare students for careers in the rapidly growing field of drone operations. Students receive the knowledge required to successfully complete the Federal Aviation Administration Remote Pilot Certification exam, the credential necessary for commercial UAV operations. Coursework emphasizes regulatory compliance, aeronautical decision-making, and the safe integration of unmanned aircraft into the National Airspace System.

In addition to classroom instruction, students gain practical experience through laboratory sessions that include flight simulation, mission planning, and hands-on operation of multicopter and fixed-wing UAV platforms. This combination of theory and applied training ensures graduates are equipped to meet industry standards and operate UAVs with professionalism and safety.

Completion of the program leads to a Technical Certificate in Drone Technology. This credential provides employers with assurance of a graduate's competence and readiness to apply UAV technology across a wide range of industries, including agriculture, construction, public safety, media, and logistics.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Robin Eckhardt, Program Manager

Email: Robin.Eckhardt@sctech.edu

Phone: 770-412-4033

Program Courses

Required		
AVOT 2001	UAS Concepts	3
AVOT 2003	Aviation Meteorology and National Airspace System	3
AVOT 2010	Intermediate Flight Development	3
AVOT 2103	Small Unmanned Aircraft System Regulations	3
AVOT 2105	Commercial Applications	4

WQT1 Water Quality Technician, Technical Certificate of Credit

Offered at the Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Water Quality Technician technical certificate of credit program offers specialized training to those who are interested in becoming water quality technicians whether working for city, county, state governments or business and industry. Courses are recognized by the Secretary of State toward licensure requirements.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are NOT required
- Meet assessment requirements

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Adessa Green

Email: adessa.green@sctech.edu

Phone: (770) 467-6011

Program Courses

Required		
ESCI 1010	Occupational Safety and Health Regulations	3
ESCI 1120	Water Treatment Processes	3
ESCI 1140	Wastewater Treatment	3
ESCI 1260	Water Supply	3

ACY1 Air Conditioning Repair Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

The Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

First Term		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1030	HVACR Electrical Fundamentals	4
Second Term		
AIRC 1040	HVACR Electrical Motors	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

AZ21 Air Conditioning System Maintenance Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1030	HVACR Electrical	4

	Fundamentals	
PPFT 1070	Special Piping	4

NGT1 Natural Gas Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

The Natural Gas Technician certificate program will train students to assist with the installation, maintenance, and repairing of natural gas pipelines and equipment. Graduates will be qualified for entry-level positions performing a variety of tasks as a member of a crew supporting field operations in the gas utility industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
EMPL 1000	Interpersonal Relations and Professional Development	2
AIRC 1070	Gas Heat	4
COFC 1080	Construction Trades Core	4

AZ31 Air Conditioning Technician Assistant, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$300 and up
Equipment/supplies	$70 and up

Other required expenses for industry exams

EPA 608 certification	$25

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

HAA1 Heating and Air Conditioning Installation Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Heating and Air Conditioning Installation Technician TCC prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment in the HVACR field.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$300 and up
Equipment/supplies	$70 and up

Other required expenses for industry exams

EPA 608 certification	$25

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1060	Air Conditioning Systems Application and Installation	4

LC11 Light Commercial Air Conditioning Specialization, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Light Commercial Air Conditioning Specialization TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the light commercial air conditioning industry. The program emphasizes a combination of air conditioning theory and practical applications necessary for successful employment. Program graduates receive a Light Commercial Air Conditioning Specialization technical certificate of credit.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED

transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 2005	Design and Application of Light Commercial Air Conditioning	4
AIRC 2010	Light Commercial Air Conditioning Control Systems	4
AIRC 2020	Light Commercial Air Conditioning Systems Operation	4

RA21 Residential Air Conditioning Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	16

Program Description

The Residential Aid Conditioning Technician TCC is a series of courses designed to prepare students for entry level positions in the maintenance and repair of residential air conditioning systems.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Julio Pinero

Email: julio.pinero@sctech.edu

Phone: (770) 467-6052

Program Courses

Required		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4

PMA3 Precision Manufacturing and Maintenance, Associate of Applied Science Degree

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Precision Manufacturing and Maintenance associate degree program is designed to develop versatile skills required for a variety of manufacturing positions, with emphasis on diagnosing and maintaining complex integrated systems. The planned sequence of courses prepares students to install, program, operate, maintain, service, and diagnose electromechanical equipment and produce precision parts used in manufacturing applications.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required

	Area I - Language Arts/Communications (3 credit hrs)	
ENGL 1101	Composition and Rhetoric	3
	Area II - Social/Behavioral Sciences (3 credit hrs)	
	Social Behavioral Sciences Elective	3
	Area III - Natural Sciences/Mathematics (3 credit hrs)	
	Math Requirement (3hrs)	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	Area IV - Humanities/Fine Arts (3 credit hrs)	
	Humanities/Fine Arts Elective	3
	Occupational Specific General Core	
	Occupational Specific General Core Elective	3
	Occupational Courses (26 credit hrs)	
AUMF 1110	Flexible Manufacturing Systems I	5
AUMF 1560	Manufacturing Product Require	1
	Select one of the options below	
IDSY 1101	DC Circuit Analysis	3
ELCR 1110	Direct Current Circuits	3
	Select one of the options below	
IDSY 1105	AC Circuit Analysis	3
ELCR 1120	Alternating Current Circuits	3
IDSY 1171	Industrial Mechanics	4
IDSY 1240	Maintenance for Reliability	4
	Occupational Electives 6 Hrs (Select from the following list of courses)	
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
ELCR 2155	Fluid Power	4

IDSY 1181	Fluid Power Systems	4
AUMF 1210	Flexible Manufacturing Systems II	5
AUMF 1580	Automated Manufacturing Skills	3
ELCR 1280	Introduction to Embedded Systems	3
ELCR 2115	Process Control	4
	Select one of the options below	
IDSY 1112	Motor Controls I	4
ELCR 2125	Motor Controls	4
	Select one of the options below	
IDSY 2000	PLC I	4
ELCR 2135	Programmable Controllers	4
IDSY 1111	Industrial Wiring	4
IDSY 2001	PLC II	4
IDSY 1230	Instrumentation	4
IDSY 1260	Machine Tool for Industrial Repairs	4
MCHT 1011	Introduction to Machine Tool	4
MEGT 1010	Manufacturing Processes	3
	Occupational Specializations	
	Industrial/Mechanical Specialization	22
AMCA 2110	CNC Fundamentals	4
AUMF 1210	Flexible Manufacturing Systems II	5
IDSY 1160	Mechanical Laws and Principles	4
MCHT 1020	Heat Treatment and Surface Grinding	4
	Select one of the following	
MEGT 2100	Manufacturing Quality Control	3
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
	Occupational Elective(s) 3Hrs— AMCA, AUMF, ELCR, IDSY, MCHT, MEGT	3
	Customized Training Specialization	20
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
	Select one of the options below	
IDSY 1112	Motor Controls I	4
ELCR 2125	Motor Controls	4
	Select one of the options below	
IDSY 2000	PLC I	4
ELCR 2135	Programmable Controllers	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 2001	PLC II	4
WELD 1330	Metal Welding and Cutting Techniques	2
	Mechatronics Specialization	19
	Select one of the following	
IDSY 2000	PLC I	4
AUMF 1120	Programmable Controllers	5
ELCR 2135	Programmable Controllers	4
AUMF 1150	Introduction to Robotics	3
IDSY 1230	Instrumentation	4
IDSY 1005	Introduction to Mechatronics	4
IDSY 2830	Networking Industrial Equipment	4
	Subtotal: 60	

PMA2 Precision Manufacturing and Maintenance GACATT, Diploma

Effective 202612

Offered at the Griffin Region College and Career Academy

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	57

Program Description

The Precision Manufacturing and Maintenance diploma program is designed to develop versatile skills required for a variety of manufacturing positions. The planned sequence of courses prepares students to install, program, operate, maintain, service, and diagnose electromechanical equipment used in manufacturing applications.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age

- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
	Basic Skills Courses	8
EMPL 1000	Interpersonal Relations and Professional Development	2
	Select 1 of the 2 English courses - 3 hrs	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
	Choose one of the following MATH courses	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1005	Applied Technical Mathematics	3
	Occupational Courses (49hrs)	49
AUMF 1110	Flexible Manufacturing Systems I	5
AUMF 1560	Manufacturing Product Require	1
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1171	Industrial Mechanics	4
IDSY 1240	Maintenance for Reliability	4
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
AMCA 2110	CNC Fundamentals	4
AUMF 1210	Flexible Manufacturing Systems II	5
IDSY 1260	Machine Tool for Industrial Repairs	4
MCHT 1020	Heat Treatment and Surface Grinding	4
MEGT 1010	Manufacturing Processes	3
	Select one of the following courses (2hrs)	
MEGT 2100	Manufacturing Quality Control	3
	OR	
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
	Occupational Elective(s) 3Hrs— AMCA, AUMF, ELCR, IDSY, MCHT, MEGT	3

MM71 Manufacturing Maintenance Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses, GRCCA and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Manufacturing Maintenance Technician certificate program prepares students to troubleshoot, repair, and maintain machinery in manufacturing environments. Emphasis is placed on applying electrical and mechanical concepts, using basic machine tool skills, and practicing practical problem solving techniques in an industrial setting.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED

transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
	Select one of the following	
IDSY 1181	Fluid Power Systems	4
	OR	
IDSY 1260	Machine Tool for Industrial Repairs	4
	Select one of the following	
IDSY 1160	Mechanical Laws and Principles	4
	OR	
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
IDSY 1171	Industrial Mechanics	4
		Subtotal: 18

MMM1 Dual Enrollment Manufacturing Maintenance Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses, GRCCA and Henry Sites

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	24

Program Description

Advanced manufacturing offers a wide variety of career opportunities, including industrial/mechanical maintenance technicians, machinists, millwrights, robotics technicians, and production supervisors in a variety of industrial settings that require automated manufacturing skills. Industrial/mechanical maintenance technicians diagnose and correct problems using computerized diagnostic systems and vibration analysis techniques, among others. They maintain and repair complex equipment and industrial machinery, such as an automobile assembly line conveyor belts, robotic welding arms, and hydraulic lifts; adjust and calibrate equipment and machinery to specifications; and test performance. Graduates of a precision manufacturing and maintenance program will be prepared for highly skilled positions employing machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, manufacturing planning, quality control, and informational infrastructure.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065.

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1260	Machine Tool for Industrial Repairs	4
	Choose one of the following MATH courses	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	Select one of the following	
IDSY 1160	Mechanical Laws and Principles	4
	OR	
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
IDSY 1171	Industrial Mechanics	4
		Subtotal: 24

MP31 Manufacturing Production Assistant, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	11

Program Description

The Manufacturing Production Assistant certificate program is designed to acquaint students with production manufacturing processes, including the principles of precision, predictive, and preventive maintenance. The sequence of courses introduces systems and procedures associated with quality and productivity in the manufacturing environment, including lean manufacturing, statistical control, and process capability.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
AUMF 1560	Manufacturing Product Require	1
MEGT 1010	Manufacturing Processes	3
IDSY 1240	Maintenance for Reliability	4
MEGT 2100	Manufacturing Quality Control	3
	OR	
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2

MMP1 Dual Enrollment Manufacturing Production Assistant, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, GRCCA and Henry Sites

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

Industrial engineering technicians help industrial engineers implement designs to effectively use personnel, materials,

and machines in factories, stores, healthcare organizations, repair shops, and offices. They prepare machinery and

equipment layouts, plan workflows, conduct statistical production studies, and analyze production costs. These production technicians confer with management or engineering staff to determine quality and reliability standards; recommend changes to production standards for achieving the best quality within the limits of equipment capacity, and collect data to assist in process improvement activities. Graduates of a precision manufacturing and maintenance program will be prepared for highly skilled positions employing machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, manufacturing planning, quality control, and informational infrastructure.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065.

An individual's path to program completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
AUMF 1560	Manufacturing Product	1
	Require	
MEGT 1010	Manufacturing Processes	3
IDSY 1240	Maintenance for Reliability	4
MEGT 2100	Manufacturing Quality Control	3
	OR	
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
Choose One:		
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
		Subtotal: 3

IM31 Industrial Maintenance Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses, GRCCA and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	22

Program Description

The Industrial Maintenance Technician certificate program prepares students to install, program, troubleshoot, repair, and modify machinery and automated systems in manufacturing environments. Emphasis is on the maintenance and troubleshooting of industrial control systems and automated equipment.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 1171	Industrial Mechanics	4
IDSY 2001	PLC II	4
		Subtotal: 22

ACR2 Auto Collision Repair, Diploma

Offered at the Henry Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	40

Program Description

The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes automotive painting and refinishing. Program graduates receive an Automotive Collision Repair diploma which qualifies them as painting and refinishing technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Joseph Little, Adjunct Instructor
Office: Henry County Center
Email: joseph.little@sctech.edu

Program Courses

First Term		
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
ACRP 1010	Foundations of Collision Repair	5
ACRP 2001	Introduction to Auto Painting and Refinishing	5
MATH 1012	Foundations of Mathematics	3
Third Term		
ACRP 2002	Painting and Refinishing	5

	Techniques	
ACRP 2009	Refinishing Internship	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3

AB51 Automotive Collision Repair Assistant I, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

Automotive collision repair and refinishing technicians repair vehicles which have sustained damage through various forms of accidents and they can refinish vehicles for a variety of reasons for customers. Glass replacement and repair as well as dent repairs and detailing are also service aspects of this field. Technicians are paid an hourly wage but labor is actually billed out per job. This means that experienced technician often show more time in billing repairs than they actually have time on the clock. This system is called flat rate and it enables technicians to make higher annual wages than their hourly rate would indicate. Graduates of Collision Repair training programs have also been employed as insurance estimators and as technicians on military bases refurbishing equipment or aircraft.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

John Wing, Program Coordinator
Office: Henry County Center Building B 109
Telephone: 770-229-3274
Email: john.wing@sctech.edu

Program Courses

Required		
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4

ARA1 Automotive Refinishing Assistant I, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall & Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	13

Program Description

The Automotive Refinishing Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Joseph Little, Program Coordinator
Email: joseph.little@sctech.edu

Program Courses

Required		
ACRP 1000	Introduction to Auto Collision	4

	Repair	
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5

AP71 Automotive Refinishing Assistant II, Technical Certificate of Credit

Offered at the Henry Site

Program Entrance Term:	Fall & Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The Automotive Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry-level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending and tinting, and matching of colors.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Joseph Little, Program Coordinator
Email: joseph.little@sctech.edu

Program Courses

Required		
ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5

AT23 Automotive Technology, Associate of Applied Science Degree

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	66

Program Description

The Automotive Technology associate degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Auto Technology associate degree that qualifies them as entry-level technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

Other required out-services

- EPA certification in mobile air conditioning servicing 20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
Second Term		
AUTT 1040	Automotive Engine Performance	7
AUTT 1050	Automotive Suspension and Steering Systems	4
ENGL 1101	Composition and Rhetoric	3
Third Term		
AUTT 1060	Automotive Climate Control Systems	5
Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
General Core elective: (Required)		
Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)		
		Subtotal: 3
Fourth Term		
AUTT 2010	Automotive Engine Repair	6
Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3
Natural Sciences/Mathematics elective—Choose one: (Required)		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
		Subtotal: 3

MATH 1100: Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Fifth Term		
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
Specific Occupational electives—Choose one		
AUTT 1070	Automotive Technology Internship	4
	OR	
AUTT 2100	Automotive Alternative Fuel Vehicles	4

AT14 Automotive Technology, Diploma

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	55

Program Description

The Automotive Technology diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as well-rounded entry-level technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

Other required out-services

EPA certification in mobile air conditioning servicing	$20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1030	Automotive Brake Systems	4
Choose Seven (7 credit hours): Required		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
		Subtotal: 7
Second Term		
AUTT 1050	Automotive Suspension and Steering Systems	4
COMP 1000	Introduction to Computer Literacy	3
Choose Seven (7 credit hours): Required		
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	3
	AND	
AUTT 1042	Automotive Engine Performance II	3
		Subtotal: 7
Third Term		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and	2

	Professional Development	
AUTT 1060	Automotive Climate Control Systems	5

Choose Six (6 credit hours): Required

AUTT 2010	Automotive Engine Repair	6
	OR	
AUTT 2011	Automotive Engine Repair I	3
	AND	
AUTT 2012	Automotive Engine Repair II	3
		Subtotal: 6

Fourth Term

MATH 1012	Foundations of Mathematics	3
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

AF12 Automotive Fundamentals, Diploma

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	40

Program Description

The Automotive Fundamentals diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma that qualifies them as entry-level technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

Other required out-services

EPA certification in mobile air conditioning servicing	$20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4

Choose One: (Required)

COLL 1500	Student Success	3
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3

Second Term

AUTT 1040	Automotive Engine Performance	7

AUTT 1050	Automotive Suspension and Steering Systems	4
EMPL 1000	Interpersonal Relations and Professional Development	2
Third Term		
AUTT 1060	Automotive Climate Control Systems	5
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3

AE41 Auto Electrical/Electronic Systems Technician, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry-level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

Required		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

ASG1 Automotive Chassis Technician Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry-level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and

textbooks	
Tools	$500 and up
Equipment/supplies	$70 and up

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
Second Term		
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

AH21 Automotive Climate Control Technician, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks	
Tools	$500 and up
Equipment/supplies	$70 and up

Other required out-services	
EPA certification in mobile air conditioning servicing	$20

(Must be achieved before students complete AUTT 1060, Climate Control)

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
Second Term		
AUTT 1060	Automotive Climate Control	5

Systems

AE51 Automotive Engine Performance Technician, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry-level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission, and electronic engine controls.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
Second Term		
AUTT 1040	Automotive Engine Performance	7

AE61 Automotive Engine Repair Technician, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Automotive Engine Repair Technician certificate program provides the student with entry-level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

The following is a suggested path to complete this program

in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
Second Term		
AUTT 2010	Automotive Engine Repair	6

AA71 Automotive Transmission/Transaxle Tech Specialist, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

Tools	$500 and up
Equipment/supplies	$70 and up

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Allen McChargue, ASE., Program Coordinator

Email: Allen.McChargue@sctech.edu

Phone: (706) 646-6149

Program Courses

First Term		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
Second Term		
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

CT22 NCCER Carpentry Technology, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	42

Program Description

The Carpentry Technology Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry technology diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy M. Elliott, Jr., A.A.S., Program Coordinator

Email: billy.elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

First Term		
ENGL 1010	Fundamentals of English I	3
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
Second Term		
MATH 1012	Foundations of Mathematics	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
EMPL 1000	Interpersonal Relations and Professional Development	2
Third Term		
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
	Specific Occupational Elective (3)	3

Occupational Electives (Choose one of the following)

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1101	Working with Microsoft Windows	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3

AB71 NCCER Advanced Carpentry, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	18

Program Description

The Advanced Carpentry certificate picks up where the Carpentry Fundamentals certificate ends. This program introduces the student to the more technically advanced carpentry skills. Topics include introduction to the interior finishes and trim, door and window installation, steel framing, and stair finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive an advanced carpentry certificate and have the qualifications of an entry-level finish carpenter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

*Other conditions for Admission

Students must be a graduate of the Carpentry Fundamentals (CF21) program to enroll in this program.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy M. Elliott, Jr., A.A.S., Program Coordinator

Email: billy.elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Second Term		
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
First Term		
CARP 1025	Intermediate Carpentry Techniques	5

CF21 NCCER Carpentry Fundamentals, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	13

Program Description

The Carpentry Fundamentals certificate introduces the student to the basic levels of carpentry skills. Topics include introduction to the trade, safety, hand and power tool usage, site layout, structural framing, building envelope systems, and exterior finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry fundamentals certificate and have the qualifications of an entry-level framing carpenter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any

questions.

Contact Us

Billy M. Elliott, Jr., A.A.S., Program Coordinator

Email: billy.elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

First Term		
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
Second Term		
CARP 1020	Structural Framing II	3

CT31 NCCER Carpentry Technology, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	34

Program Description

The Carpentry Technology certificate program is a sequence of courses that prepares students for careers in the carpentry industry. Topics include all basic carpentry skills necessary for successful employment. Program graduates receive a carpentry technology certificate and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy M. Elliott, Jr., A.A.S., Program Coordinator

Email: billy.elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

First Term		
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
Second Term		
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
	Specific Occupational Elective (3)	3
Third Term		
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
Occupational Electives (Choose one of the following)		
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1101	Working with Microsoft Windows	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3

MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3

CM22 NCCER Construction Management, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	53

Program Description

Construction Management Technology diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The program provides background skills in several areas of construction. Supervision courses, print reading, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Degree. In addition, this program will provide students with many hands-on carpentry classes so that they get a full understanding of the construction industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy M. Elliott, Jr., A.A.S., Program Coordinator

Email: billy.elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

General Education Courses		
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1005	Applied Technical Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Occupational Courses		
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
Commercial Specialization - 8C52		
CARP 1056	Advanced Commercial Carpentry	4
CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4
CCMN 2020	Construction Scheduling	4
	Select one of the following	
CCMN 2010	Construction Law	3
	OR	
ACCT 2140	Legal Environment of Business	3
	Occupational Related Electives	6
CCMN 1030	Construction Graphics	3
		Subtotal: 23
Residential Specialization - 8R32		
CARP 1055	Advanced Carpentry II	4
CMTT 2010	Residential Estimating Review	3
	Select one of the following	

CMTT 2020	Construction Drafting I	3
	OR	
DFTG 1101	CAD Fundamentals	4
CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
	Select one of the following	
CMTT 2170	Construction Contracting	3
	OR	
ACCT 2140	Legal Environment of Business	3
	Occupational Related Elective	3
CCMN 1030	Construction Graphics	3
		Subtotal: 22

CT61 Commercial Driving – Class A, Technical Certificate of Credit

Offered at the Flint River Campus and Butts Site

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	9

Program Description

The Commercial Driving - Class A certificate program provides basic training in the principles and skills of commercial truck operation. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. The CTD program prepares students for the Georgia CDL Skills Exam.

College Admission Requirements (*STEP 1*) https://libguides.sctech.edu/CDL

- Apply to Southern Crescent Technical College: https://bannerss.sctech.edu/pls/ban8/bwskalog.P_DispLoginNon
- Be at least 18 years of age
- High school diploma or GED are NOT required

CTDL Program Admission Requirements (*STEP 2*) https://libguides.sctech.edu/CDL

- Submit completed application for the Commercial Truck Driving (CDL) Program Application: https://www.sctech.edu/programs/cdl-program-application/
- Must be 18 years old to operate in the state of Georgia (21 to operate nationally)
- Must have valid Georgia Driver's License and Class AP Learner's Permit.
- Must have a DOT physical medical card
- Must have a seven year MVR (Motor Vehicle Report)

A seven-year MVR report with no more than six points in the last three years, no more than four moving violations in the last three years, and have no DUI, open container, or possession of an illegal substance in the last seven years. If convicted of a felony within the last ten years, student must be interviewed by the program coordinator. (A felony may affect licensure and/or employment options.)

- Must pass Federal DOT Physical and Drug Screen (five-panel) and alcohol test.

• Drug screen will be done during the mandatory CDL orientation meeting.

- If all the above items are not submitted as attachments to the CDL program application. The CDL program application will be an incomplete application. Student will not be able to register for CTDL classes.

A commercial driving disqualification is imposed when a licensee is convicted of two or more serious traffic offenses within a three-year period. A first disqualification is for 60 days and a second or subsequent disqualification is for 120 days per code O.C.G.A. 40-5-151(f) (1).

A "serious traffic violation" includes any of the following offenses when committed while operating a commercial motor vehicle or a non-commercial motor vehicle per code O.C.G.A. 40-5-142(22).

1. Speeding 15 or more miles per hour above the posted speed limit

2. Reckless driving, as defined under state and local law

3. Following another vehicle too closely, as defined

under state or local law

4. Improper or erratic lane change

5. Any violation relating to motor vehicle traffic control that involves a fatal crash

6. A railroad grade crossing violation as defined under state law or local ordinance

7. Driving a commercial motor vehicle without obtaining a commercial driver's license

8. Driving a commercial motor vehicle without a valid commercial driver's license in the driver's immediate possession, or

9. Driving a commercial motor vehicle without a commercial driver's license of the proper class and/or endorsements for the specific vehicle being operated or for the passengers or type of cargo transported.

Georgia law provides that a commercial driving disqualification must be imposed even if the licensee does not hold a commercial driver's license. This has no impact upon a citizen's non-commercial driving privilege but merely prevents him or her from obtaining a commercial driver's license during the period of disqualification.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Ben Naggatz, Program Coordinator
Email: ben.naggatz@sctech.edu
Phone: (770) 504-7197

Program Courses

Required		
CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
	OR	
CTDL 1022	Commercial Driving Training Internship I	3
CTDL 1031	Combination Vehicle Advanced Operations	3
	OR	
CTDL 1032	Commercial Driving Training Internship II	3
	OR	
CTDL 1035	Combination Vehicle Advanced Operations/Automatic Restriction	3

DET4 Diesel Equipment Technology, Diploma

Offered at the Flint River Campus and Butts Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	47

Program Description

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills for job acquisition, retention and advancement. The program emphasizes on heavy truck repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry level Diesel Equipment technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors

affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kevin Milligan, Program Coordinator

Email: kevin.milligan@sctech.edu

Phone: (770) 504-7588

Program Courses

First Term		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical and Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical and Electronic Systems II	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
		Subtotal: 3
Second Term		
DIET 1030	Diesel Engines	6
	OR	
DIET 1031	Diesel Engine Repair	3
	AND	
DIET 1032	Diesel Engine Support Systems	3
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
MATH 1012	Foundations of Mathematics	3
Third Term		
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4
EMPL 1000	Interpersonal Relations and Professional Development	2
Fourth Term		
DIET 1020	Preventive Maintenance	5
DIET 2000	Truck Steering and Suspension Systems	4
ENGL 1010	Fundamentals of English I	3

DE11 Diesel Electrical and Electronic Systems Technician, Technical Certificate of Credit

Offered at the Flint River Campus and Butts Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kevin Milligan, Program Coordinator

Email: kevin.milligan@sctech.edu

Phone: (770) 504-7588

Program Courses

First Term		
DIET 1000	Introduction to Diesel	3

	Technology, Tools, and Safety	
DIET 1010	Diesel Electrical and Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical and Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical and Electronic Systems II	3

DE21 Diesel Engine Service Technician, Technical Certificate of Credit

Offered at the Flint River Campus and Butts Site

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	16

Program Description

The Diesel Engine Service Technician certificate program provides the student with training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Admission Requirements

- Submit completed application and application fee
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Kevin Milligan, Program Coordinator

Email: kevin.milligan@sctech.edu

Phone: (770) 504-7588

Program Courses

Required		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical and Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical and Electronic Systems II	3
DIET 1030	Diesel Engines	6
	OR	
DIET 1031	Diesel Engine Repair	3
	AND	
DIET 1032	Diesel Engine Support Systems	3

ES12 Electrical Systems Technology, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	43

Program Description

The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in Residential or Industrial Applications.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

Electrical Construction and Maintenance Specialization

First Term		
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1020	Alternating Current Fundamentals	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
	Subtotal:	**3**
Second Term		
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
Third Term		
ELTR 1180	Electrical Controls	4
ELTR 1090	Commercial Wiring II	3
ELTR 1205	Residential Wiring I	3
	Occupational Elective	3
Fourth Term		
ELTR 1210	Residential Wiring II	3
	Occupational Elective	3

Industrial Electrical Technology Specialization

First Term		
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1020	Alternating Current Fundamentals	3
Choose One: (Required)		
COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
	Subtotal:	**3**
Second Term		
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
Third Term		
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLC's	4
Fourth Term		
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	N.E.C. Industrial Wiring Applications	4
	Occupational Elective	3

Occupational Related Electives (Only counts if the elective has not been taken as part of the curriculum requirements.)

Any course from the following with a minimum of three (3) credit hours

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1101	Working with Microsoft Windows	3
COLL 1500	Student Success	3
COMP 1000	Introduction to Computer	3

	Literacy	
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3

EM81 Automation and Robotics Technology, Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus, Henry County and Butts County Centers

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Electrical Maintenance Technician Technical Certificate of Credit provides instruction in industrial systems electrical inspection, maintenance, service, and repair. Topics include DC and AC fundamentals, motor controls, magnetic starters and braking systems, PLCs, and industrial wiring procedures.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are NOT required
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required

	Select one of the following DC courses	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses	
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
	Select one of the following	
IDSY 1111	Industrial Wiring	4
IDSY 1005	Introduction to Mechatronics	4
MGMT 1115	Leadership	3

Total Credit Hours: 17

IE31 Industrial Electrical Controls, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	16

Program Description

The Industrial Electrical Controls technical certificate of credit prepares students for an entry-level position in a commercial or industrial environment in which electrical controls are utilized. Emphasis is placed on electrical theory, electric motors, and programmable logic controllers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

First Term		
IDFC 1007	Industrial Safety Procedures	2
	Select one of the following	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
MATH 1012	Foundations of Mathematics	3
Second Term		
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLC's	4

RT41 Robotic Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin Campus, Henry County and Butts County Centers

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	20

Program Description

The Robotic Technician technical certificate of credit program is designed for the students who wish to enhance their automation skills for employment at companies who have robots. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. The certificate provides opportunities to retrain or upgrade present knowledge and skill. This certificate is designed for students or employees who have a background in Industrial Electronics including, industrial wiring, motors, controls, PLCss, instrumentation, and computers. Graduates of the certificate program receive a Robotic Technician certificate that qualifies them for employment as robotic automation technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are NOT required
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
AUMF 1150	Introduction to Robotics	3

IDSY 2000	PLC I	4
IDSY 1181	Fluid Power Systems	4
IDSY 2001	PLC II	4
	Select one of the following course clusters (min 5 hrs)	
	Robotics Option	
AUMF 2060	Work Cell Design Laboratory	2
IDSY 1191	Pumps and Piping Systems	3
	Rivian Maintenance Option	
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
IDSY 1171	Industrial Mechanics	4
	Subtotal: 20	

ECL1 Electrical Contracting Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	26

Program Description

The Electrical Contracting Technician Technical Certificate of Credit is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. The program emphasizes a combination of theory and practical application necessary for successful employment.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

First Term		
IDFC 1011	Direct Current I	3
ELTR 1020	Alternating Current Fundamentals	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
Second Term		
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1210	Residential Wiring II	3

ET51 Electrical Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

The Electrical Technician technical certificate of credit provides training in basic electrical wiring skills enabling students to gain entry-level employment in the construction and maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

Admission Requirements

- Submit completed application and application fee

- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

First Term		
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
	Select one of the following	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
Second Term		
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
	Select one of the following	
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PS11 Photovoltaic Systems Installation and Repair Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Photovoltaic Systems Installation and Repair Technician Technical Certificate of Credit provides individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

First Term		
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1020	Alternating Current Fundamentals	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
Second Term		
ELTR 1525	Photovoltaic Systems	5

EL11 Electrical Lineworker, Technical Certificate of Credit

Offered at the Flint River Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Candidate must hold a valid CDL Class A license prior to admission to the program.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Tommy Woodall, Program Coordinator

Email: Tommy.Woodall@sctech.edu

Phone: (770) 412-5732

Program Courses

First Term		
ELCR 1800	Electrical Lineworker Organization Principles	3
ELCR 1820	Electrical Lineworker Workplace Skills	2
ELCR 1840	Electrical Lineworker Automation Skills	2
Second Term		
ELCR 1860	Electrical Lineworker Occupational Skills	5

EH13 Horticulture, Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Environmental Horticulture program offers a sequence of courses designed to prepare students for a wide range of career opportunities in the green industry including landscape design and installation, floral design, grounds management, lawn care, nursery and greenhouse operations, pest management, and irrigation. The curriculum provides dynamic hands-on training, which introduces, develops, and reinforces academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The Environmental Horticulture program is an excellent pathway to train for a new career or to enhance knowledge and skills for professional advancement. Horticulture represents a segment of agriculture, Georgia's largest industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Approximate additional costs other than tuition, fees, and textbooks

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves)	$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term due to seasonal requirements for certain courses. See the program advisor for any questions.

***Completion time: 6 terms (*Schedule assumes full-time enrollment beginning fall term including summer terms in order to complete within a two-year time period. This schedule also assumes no learning support courses.)**

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

First Term		
HORT 1000	Horticulture Science	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1080	Pest Management	3
HORT 1140	Horticulture Business Management	3
Second Term		
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1410	Soils	3
Social/Behavioral Sciences—Choose one: (Required)		
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Third Term		
HORT 1050	Nursery Production and Management	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
Fourth Term		
ENGL 1101	Composition and Rhetoric	3
HORT 1250	Plant Production and Propagation	4
Choose One: (Required)		
COMP 1000	Introduction to Computer Literacy	3
	OR	
COLL 1500	Student Success	3
		Subtotal: 3
Humanities/Fine Arts—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3
Fifth Term		
General Core elective: (Required)		
Choose one non-repetitive course from Area I, II, III, or IV (see General Education Core Classes in this catalog)		**Subtotal: 3**
Natural Sciences/Mathematics—Choose one: (Required)		
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
		Subtotal: 3

Sixth Term
HORT XXXX
HORT XXXX

Must Complete Minimum of 30 Elective Credits Hours

Horticulture Guided Electives Courses

HORT 1030	Greenhouse Management	4
HORT 1041	Landscape Construction	4
HORT 1050	Nursery Production and Management	4
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4
HORT 1100	Introduction to Sustainable Agriculture	3
HORT 1110	Small Scale Food Production	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1150	Environmental Horticulture Internship	3
HORT 1160	Landscape Contracting	3
HORT 1250	Plant Production and Propagation	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1410	Soils	3
HORT 1500	Small Gas Engine Repair and Maintenance	4

EH12 Horticulture, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	44

Program Description

The Environmental Horticulture diploma program offers a sequence of courses designed to prepare students for a wide range of career opportunities in the green industry including landscape design and installation, floral design, grounds management, lawn care, nursery and greenhouse operations, pest management, and irrigation. The curriculum provides dynamic hands-on training which introduces, develops, and reinforces academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The Environmental Horticulture program is an excellent pathway to train for a new career or to enhance knowledge and skills for professional advancement. Horticulture represents a segment of agriculture, Georgia's largest industry.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Approximate additional costs other than tuition, fees, and textbooks

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves)	$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term due to seasonal requirements for certain courses. See the program advisor for any questions.

***Completion time: four terms (*Schedule assumes full-time enrollment beginning fall term including summer term in order to complete within a two-year time period. This schedule also assumes no learning support courses.)**

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

First Term

HORT 1000	Horticulture Science	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1080	Pest Management	3

HORT 1140	Horticulture Business Management	3

Second Term

HORT 1010	Woody Ornamental Plant Identification	3
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1410	Soils	3

Third Term

HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4

Choose one of the following: (Required)

EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
	OR	
PSYC 1101	Introductory Psychology	3

Fourth Term

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Choose one of the following: (Required)

COLL 1500	Student Success	3
	OR	
COMP 1000	Introduction to Computer Literacy	3

Subtotal: 3

GC31 Garden Center Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Garden Center Technician certificate prepares graduates with the fundamental horticulture skills for positions in the nursery and garden center environment. The curriculum emphasizes plant identification and use, pest management, and business concepts that apply to nursery and retail centers.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

***Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

First Term

HORT 1010	Woody Ornamental Plant Identification	3
HORT 1080	Pest Management	3

Second Term

HORT 1020	Herbaceous Plant Identification	3
HORT 1140	Horticulture Business Management	3

LS11 Landscape Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Landscape Specialist certificate prepares graduates

with fundamental skills for positions in landscape management, grounds keeping, and landscape installation. The key concepts include plant identification, plant care, pruning techniques, basic lawn care, pest management, equipment safety, and knowledge of associated fertilizers and chemicals.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Students may enroll in occupational courses upon receiving provisional or regular admission status.

Approximate additional costs other than tuition, fees, and textbooks

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves)	$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

***Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

First Term		
HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
Second Term		
HORT 1080	Pest Management	3
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4

SUA1 Sustainable Urban Agriculture Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	19

Program Description

This program prepares the student for a career in sustainable, small scale food production that integrates economic profitability and environmental stewardship. Courses provide hands-on experience in the fundamentals of plant production and marketing, giving the student a complete knowledge of the sustainable farmer's market system.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Completion time: Minimum of two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

First Term		
HORT 1100	Introduction to Sustainable Agriculture	3
HORT 1140	Horticulture Business Management	3
HORT 1410	Soils	3
Second Term		
HORT 1110	Small Scale Food Production	4
HORT 1080	Pest Management	3
HORT XXXX		

TM21 Turfgrass Maintenance Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

Turfgrass management is the study of the science and culture of fine grasses that are used on golf courses, athletic fields, home lawns, and other areas requiring an attractive but functional groundcover. Increasing interest in outdoor recreational activities as well as aesthetically appealing landscaped areas has created a demand for professional turfgrass maintenance.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Completion time: Minimum of two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)

Contact Us

Dr. Bethany Harris, Program Coordinator/Instructor

Email: Bethany.Harris@sctech.edu

Phone: (770) 412-5731

Program Courses

Required		
HORT 1080	Pest Management	3
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1410	Soils	3

CEE3 Civil Engineering Technology, Associate of Applied Science Degree

Offered at the Fayette COI

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	70

Program Description

The Civil Engineering Technology degree program will prepare students for immediate employment at the technical level in engineering design, drafting, surveying and construction. The program will provide theory and practice to move into the workforce with engineering consultants, surveying firms, state and local government, public works, construction companies, highway departments, and soil and material testing firms. The program will consist of two specializations, a general tract or surveying specialization. Students may choose to complete the either tract for an A.S. degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope

- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Charlie Armour, Program Coordinator

Email: Charlie.Armour@sctech.edu

Phone: (770) 229-3162

Program Courses

First Term		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
DFTG 1101	CAD Fundamentals	4
ENGT 1000	Introduction to Engineering Technology	3
Second Term		
ENGL 1105	Workplace and Technical Communication	3
CETC 1114	Intermediate Computer Aided Design	4
DRFT 2050	Surveying I	2
Area II - Social/Behavioral Sciences elective—Choose one: (Required)		
ECON 1101	Principles of Economics	3
	OR	
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3
	OR	
POLS 1101	American Government	3
	OR	
HIST 1111	World History I	3
	OR	
HIST 2111	U.S. History I	3
		Subtotal: 3
Program Specific Requirements		
MATH 1112	College Trigonometry	3
	OR	
MATH 1113	Precalculus	3
Third Term		
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
CETC 1113	Engineering Economics	2
CETC 1115	Advanced Computer Aided Design	4
MEGT 2030	Statics	3
Fourth Term		
CETC 1111	Fundamentals of Hydrology	4
MEGT 2080	Strength of Materials	4
CETC 1116	Surveying II	4
Area IV - Humanities/Fine Arts elective—Choose one: (Required)		
HUMN 1101	Introduction to Humanities	3
	OR	
MUSC 1101	Music Appreciation	3
	OR	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	3
	OR	
THEA 1101	Theatre Appreciation	3
		Subtotal: 3
Fifth Term		
CETC 1117	Fundamentals of Road Design	3
CETC 1119	Surveying with Global Positioning Systems	3
CETC 1120	Evidence and Procedures for Boundary Locations	4
ENGT 2400	Evidence and Procedures for Boundary Locations Internship	1
CETC 1112	Fundamentals of Soil Mechanics	3

IS13 Automation Technology, Associate of Applied Science Degree

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	63

Program Description

The Industrial Systems Technology degree program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The degree program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology degree that qualifies them for employment as industrial electricians or industrial systems technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
	General Education Core Requirements - Choose 15 Credit Hours from Areas I, II, III, and IV	15
	Area I - Language Arts/Communications (3 credit hrs)	
ENGL 1101	Composition and Rhetoric	3
	Area II - Social/Behavioral Sciences (3 credit hrs)	
	Social Behavioral Sciences Elective	3
	Area III - Natural Sciences/Mathematics (3 credit hrs)	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	Area IV - Humanities/Fine Arts (3 credit hrs)	
	Program Specific Core Elective (3 hrs)	3
	Occupational Courses	39
IDSY 1111	Industrial Wiring	4
IDSY 1171	Industrial Mechanics	4
	Select one of the following DC courses	
ELTR 1010	Direct Current Fundamentals	3
	OR	
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	3
	Select one of the following AC courses	
ELTR 1020	Alternating Current Fundamentals	3
	OR	

IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
	Occupational Electives (11 hrs)	11
		Subtotal: 63

IST4 Automation Technology, Diploma

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	46

Program Description

The Industrial Systems Technology diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
	Basic Skills Courses	8
	Select 1 of the 2 English courses - 3 hrs	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	Select One of the Following Mathematics Courses (3 hrs)	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1005	Applied Technical Mathematics	3
	Occupational Courses	39
IDSY 1171	Industrial Mechanics	4
IDSY 1112	Motor Controls I	4
	Select one of the following DC courses	
ELTR 1010	Direct Current Fundamentals	3
	OR	
IDFC 1011	Direct Current I	3
	OR	

IDSY 1101	DC Circuit Analysis	3
	Select one of the following AC courses	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
IDSY 2000	PLC I	4
IDSY 1111	Industrial Wiring	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
	Occupational Electives	9
		Subtotal: 46

IE41 Industrial Electrician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The Industrial Electrician technical certificate of credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note : While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
IDSY 1111	Industrial Wiring	4
	Select one of the following DC courses	
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
		Subtotal: 10

IF11 Industrial Fluid Power Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses Henry County Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	11

Program Description

The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
		Subtotal: 11

IM41 Industrial Motor Control Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Industrial Motor Control Technician technical certificate of credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
IDSY 1111	Industrial Wiring	4
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
		Subtotal: 12

IMS2 Industrial Mechanical Systems, Diploma

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	51

Program Description

The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides

opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Industrial Mechanical Systems, diploma that qualifies them for employment as an industrial maintenance mechanic.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Requirements

First Term		
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1005	Introduction to Mechatronics	4
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
Second Term		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1160	Mechanical Laws and Principles	4
Third Term		
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1240	Maintenance for Reliability	4
Fourth Term		
IDSY 1110	Industrial Motor Controls I	4
	Occupationally-related Electives (from IDSY, AIRC, ELCR, MCHT, WELD)	5

IM11 Industrial Maintenance Assistant, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	13

Program Description

The objective of this program is to provide students with the opportunity to enter the workforce area of industry specialized in areas of industrial mechanical, hydraulic, and pneumatic systems.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

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Phone: (770) 914-4436

Program Courses

Required		
IDFC 1007	Industrial Safety Procedures	2
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
IDSY 1171	Industrial Mechanics	4
		Subtotal: 13

IS61 Industrial Systems Fundamentals, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	14

Program Description

The Industrial Systems Fundamentals Technical Certificate of Credit is an introductory program preparing students for employment in a variety of positions in industrial systems production equipment maintenance. Basic skills provide for opportunities to upgrade or for entry level employment.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
IDFC 1007	Industrial Safety Procedures	2
	Occupational Related Elective	3
Select One of the Following DC Courses		
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
Select One of the Following AC Courses		
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3

MT23 Mechatronics Technology, Associate of Applied Science Degree

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	60

Program Description

The Mechatronics Technology Degree Program is designed for the student who wishes to prepare for a career as an Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The Degree program teaches skills in Mechatronics

Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive a Mechatronics Technology Degree that qualifies them for employment as industrial electricians or Mechatronics technicians

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required		
	General Education Core Requirements - Choose 15 Credit Hours from Areas I, II, III, and IV	15
	Area I - Language Arts/Communications (3 credit hrs)	
ENGL 1101	Composition and Rhetoric	3
	Area II - Social/Behavioral Sciences (3 credit hrs)	
	Social Behavioral Sciences Elective	3
	Area III - Natural Sciences/Mathematics (3 credit hrs)	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	Area IV - Humanities/Fine Arts (3 credit hrs)	
	Humanities/Fine Arts Elective	3
	Occupational Specific General Core	
	Occupational Specific Core Elective	
	Occupational Courses	39
	Select IDFC 1013 OR ECET 1111 OR 2111 Cluster	
IDFC 1013	Solid State Devices I	3
	OR	
	ECET 1111/1111L Cluster	
ECET 1111	Digital Systems I	3
ECET 1111L	Digital Systems I Lab	1
	OR	
	ECET 2111/2111L Cluster	
ECET 2111	Digital Systems II	3
ECET 2111L	Digital Systems II Lab	1
	Select one of the following DC courses	
IDSY 1101	DC Circuit Analysis	3
	OR	
IDFC 1011	Direct Current I	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
	OR	
	ECET 1102/1102L Cluster	
ECET 1102	Circuit Analysis I	3
ECET 1102L	Circuit Analysis I Lab	1
	Select one of the following AC courses	
IDSY 1105	AC Circuit Analysis	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
ELTR 1020	Alternating Current	3

	Fundamentals OR ECET 2102/2102L Cluster	
ECET 2102	Circuit Analysis II	3
ECET 2102L	Circuit Analysis II Lab	1
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 1181	Fluid Power Systems	4
IDSY 1113	Motor Controls II	4
IDSY 2001	PLC II	4
IDSY 1230	Instrumentation	4
MCTX 2250	Mechatronics Capstone	3
AUMF 1150	Introduction to Robotics	3
	Select 6 Credits from the following prefixes: IDSY, AIRC, MCHT, WELD, ELCR, AUMF, BUAS, AMCA	6
	Subtotal: 60	

MTD2 Mechatronics Technology, Diploma

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	47

Program Description

Mechatronics personnel, technicians, electricians, millwrights, and other related jobs are charged with inspecting, maintaining, troubleshooting, and repairing commercial and industrial mechanical and electrical systems. These systems are found in manufacturing applications, assembly lines, and production facilities. The complex machinery found in each of these situations need technicians to install, service, troubleshoot, maintain, and repair machinery in order for the companies to maintain a high level of productivity.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

Email: Mahmood.Azhar@sctech.edu

Phone: (770) 914-4436

Program Courses

Required

	Basic Skills Courses	8
	Select 1 of the 2 English courses - 3 hrs	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1005	Applied Technical Communication	3
	Select One of the Following Mathematics Courses (3 hrs)	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	Select one of the following	
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
	Occupational Courses	39
	Select IDFC 1013 OR ECET 1111 OR 2111 Cluster	
IDFC 1013	Solid State Devices I	3
	OR	
	ECET 1111/1111L Cluster	
ECET 1111	Digital Systems I	3

ECET 1111L	Digital Systems I Lab	1
	OR	
	ECET 2111/2111L Cluster	
ECET 2111	Digital Systems II	3
ECET 2111L	Digital Systems II Lab	1
	Select one of the following DC courses	
IDSY 1101	DC Circuit Analysis	3
	OR	
IDFC 1011	Direct Current I	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
	OR	
	ECET 1102/1102L Cluster	
ECET 1102	Circuit Analysis I	3
ECET 1102L	Circuit Analysis I Lab	1
	Select one of the following AC courses	
IDSY 1105	AC Circuit Analysis	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
	ECET 2102/2102L Cluster	
ECET 2102	Circuit Analysis II	3
ECET 2102L	Circuit Analysis II Lab	1
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 1181	Fluid Power Systems	4
IDSY 1113	Motor Controls II	4
IDSY 2001	PLC II	4
IDSY 1230	Instrumentation	4
AUMF 1150	Introduction to Robotics	3
MCTX 2250	Mechatronics Capstone	3
		Subtotal: 47

MT21 Mechatronics Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The Mechatronics Technician TCC is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment and industrial automation. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

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Phone: (770) 914-4436

Program Courses

Required		
IDSY 1005	Introduction to Mechatronics	4
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4

PC81 Programmable Control Technician, Technical Certificate of Credit

Effective 202612

Offered at the Griffin and Flint River Campuses and Henry County Center

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Programmable Controller Technician certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals and instruction in basic and advanced PLCs.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Dr. Mahmood Azhar, Program Coordinator

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Phone: (770) 914-4436

Program Courses

Required		
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
		Subtotal: 12

CT12 CNC Technology, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	51

Program Description

CNC Technology is a computerized manufacturing process in which pre-programmed software and code controls the movement of production equipment. CNC machining controls a range of complex machinery, such as grinders, lathes, and turning mills, all of which are used to cut, shape, and create different parts and prototypes. The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualifications of a CNC technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

New Program-Ready Fall and Spring Semester CNC Technology Students:

- MCHT 1011, MCHT 1012, AND MATH 1012
- Students who wish to enroll in additional classes are encouraged to contact the program coordinator for further advisement.

New Program-Ready Summer Semester CNC Technology Students:

- First Semester Summer students are advised to enroll in core (general education) classes only. This schedule should include MATH 1012 when applicable. Student should be aware of the compressed nature of the summer semester (8 weeks)

compared to the Fall and Spring (16 weeks).

Subsequent to the first semester, students are asked to first meet with the program advisor for recommended enrollment.

An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
EMPL 1000	Interpersonal Relations and Professional Development	2
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
AMCA 2110	CNC Fundamentals	4
MCHT 1119	Lathe Operations I	4
MCHT 1020	Heat Treatment and Surface Grinding	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
	Specific Occupational Elective (3)	3

Choose a minimum of 3 credits from 1 of the following Math Options

MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
	AND	
MATH 1015	Geometry and Trigonometry	3

Specific Occupational Electives (3)

Choose any course using the following course headings
MCHT
AMCA
WELD
IDSY
DFTG

You may also choose

COLL 1500	Student Success	3
COMP 1000	Introduction to Computer Literacy	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3

MTT2 Precision Machining and Manufacturing, Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	45

Program Description

The Precision Machining and Manufacturing diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical applications necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing diploma and have the qualifications of a machine tool technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

New Program-Ready Fall and Spring Semester Machine Tool Students:

- MCHT 1011, MCHT 1012, AND MATH 1012

- Students who wish to enroll in additional classes are encouraged to contact the program coordinator for further advisement.

New Program-Ready Summer Semester Machine Tool Students:

- First Semester Summer students are advised to enroll in core (general education) classes only. This schedule should include MATH 1012 when applicable. Student should be aware of the compressed nature of the summer semester (8 weeks) compared to the Fall and Spring (16 weeks).

Subsequent to the first semester, students are asked to first meet with the program advisor for recommended enrollment.

An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

Required

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
EMPL 1000	Interpersonal Relations and Professional Development	2
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
AMCA 2110	CNC Fundamentals	4
MCHT 1119	Lathe Operations I	4
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
	Specific Occupational Elective (3)	3

Choose a minimum of 3 credits from the following Math Options:

MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
	AND	
MATH 1015	Geometry and Trigonometry	3

Specific Occupational Electives - 3 Credit Hours

Choose any course using the following course headings
MCHT
AMCA
WELD
IDSY
DFTG

You may also choose

COLL 1500	Student Success	3
COMP 1000	Introduction to Computer Literacy	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3

CS51 CNC Specialist, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	22

Program Description

The CNC Specialist technical certificate of credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required
- **Student must have completed the Precision Machining and Manufacturing diploma program, or have program advisor approval.**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

First Term		
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
Second Term		
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

LP11 Lathe Operator, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

Required		
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

MP11 Mill Operator, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	15

Program Description

The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Keith Smith, A.A.S., Program Coordinator

Email: Keith.Smith@sctech.edu

Phone: (770) 467-6050

Program Courses

Required		
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

PT32 NCCER Plumbing and Pipefitting Technology Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	42

Program Description

The NCCER Plumbing and Pipefitting Technology program of study is a sequence of courses that prepares students for careers in plumbing, pipefitting, and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing and pipefitting theory and practical application necessary for successful employment. Program graduates receive a NCCER Plumbing and Pipefitting Technology diploma and have the qualification of an apprentice plumber or pipefitter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Complete of ONE of the following specializations:

Plumbing Specialization

First Term		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Choose One: (Required)		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Second Term		
COFC 1080	Construction Trades Core	4
PLBG 1005	Plumbing Fundamentals I	4
PLBG 1015	Plumbing Fundamentals II	4
Third Term		
PLBG 1025	Intermediate Plumbing I	4
PLBG 1035	Intermediate Plumbing II	4
PLBG 1045	Advanced Plumbing Concepts I	4
Fourth Term		
PLBG 1055	Advanced Plumbing Concepts II	3
PLBG 1065	Specialty Plumb Applications I	4
PLBG 1068	Specialty Plumbing Applications II	3
	Occupational Related Elective	3
Plumbing Specialization Electives:		
COFC 1050	Construction Print Reading Fundamentals	3

PLBG 1330	Plumbing Codes	3

Pipefitting Specialization

First Term		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Choose One: (Required)		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Second Term		
COFC 1080	Construction Trades Core	4
PPFT 1010	Introduction to Industrial Pipefitting	3
PPFT 1020	Pipe Systems Installation and Assembly	3
Third Term		
PPFT 1030	Socket and Butt Weld Pipe Fabrication	4
PPFT 1040	Equipment-Slings and Crane Riggings	3
PPFT 1050	Testing Procedures	3
Fourth Term		
PPFT 1060	Advanced Pipe Fabrication	4
PPFT 1070	Special Piping	4
	Occupational Related Electives	6
Pipefitting Specialization Electives:		
PLBG 1005	Plumbing Fundamentals I	4
PLBG 1015	Plumbing Fundamentals II	4
WELD 1007	Welding Technology Fundamentals	3
WELD 1037	GMAW and FCAW Welding	4

BP11 NCCER Plumbers Assistant, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The NCCER Plumbers Assistant program of study is a sequence of courses that prepares students for entry level careers in plumbing and related fields. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a NCCER Plumbers Assistant Certificate of Completion and have the qualification of an entry level plumber's assistant.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual’s path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
COFC 1080	Construction Trades Core	4
PLBG 1005	Plumbing Fundamentals I	4
PLBG 1015	Plumbing Fundamentals II	4

PT11 NCCER Plumbing Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	34

Program Description

The NCCER Plumbing Technician program of study is a sequence of courses that prepares students for careers in plumbing and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a NCCER Plumbing Technician certificate and have the qualification of an apprentice plumber.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Meet assessment requirements
- Submission of the official High School or GED transcript with test scores is required.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

First Term		
COFC 1080	Construction Trades Core	4
PLBG 1005	Plumbing Fundamentals I	4
PLBG 1015	Plumbing Fundamentals II	4
Second Term		
PLBG 1025	Intermediate Plumbing I	4
PLBG 1035	Intermediate Plumbing II	4
PLBG 1045	Advanced Plumbing Concepts I	4
Third Term		
PLBG 1055	Advanced Plumbing Concepts II	3
PLBG 1065	Specialty Plumb Applications I	4
PLBG 1068	Specialty Plumbing Applications II	3

IPT1 NCCER Intermediate Plumbing Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	12

Program Description

The NCCER Intermediate Plumbing Technician program of study is a sequence of courses that builds on fundamental plumbing skills. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Prior to enrolling in this program, students must have a thorough understanding of basic plumbing fundamentals. Program graduates receive an NCCER Intermediate Plumbing Technician Certificate of Completion and have the qualification of a plumbing technician.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

The following is a suggested path to complete this program

in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
COFC 1080	Construction Trades Core	4
PLBG 1025	Intermediate Plumbing I	4
PLBG 1035	Intermediate Plumbing II	4

AP61 NCCER Advanced Plumbing Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	14

Program Description

The NCCER Advanced Plumbing Technician program of study is the culmination of a series of plumbing trades programs. The program emphasizes a combination of plumbing theory and practical application necessary for successful employment in the plumbing trade. Program graduates earn an NCCER Advanced Plumbing Technician certificate and have the qualifications of an apprentice plumber.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

NCCER Advanced Plumbing Technician (AP61), NCCER Plumbing Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) are embedded TCC's of the NCCER Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the NCCER Plumbing and Pipefitting Technology Diploma (PT32) to receive the NCCER Advanced Plumbing Technician (AP61), NCCER Pipefitting Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) TCC's.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
PLBG 1045	Advanced Plumbing Concepts I	4
PLBG 1055	Advanced Plumbing Concepts II	3
PLBG 1065	Specialty Plumb Applications I	4
PLBG 1068	Specialty Plumbing Applications II	3

PT31 NCCER Pipefitting Technology, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	28

Program Description

The NCCER Pipefitting Technology program of study prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive a NCCER Pipefitting Technology Technician Technical Certificate of Credit and have the qualifications of a pipefitter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

First Term		
COFC 1080	Construction Trades Core	4
PPFT 1010	Introduction to Industrial Pipefitting	3
PPFT 1020	Pipe Systems Installation and Assembly	3
Second Term		
PPFT 1030	Socket and Butt Weld Pipe Fabrication	4
PPFT 1040	Equipment-Slings and Crane Riggings	3
PPFT 1050	Testing Procedures	3
Third Term		
PPFT 1060	Advanced Pipe Fabrication	4
PPFT 1070	Special Piping	4

BP21 NCCER Basic Pipefitter, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The NCCER Basic Pipefitter program of study is a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive a NCCER Basic Pipefitter Technical Certificate of Credit and have the qualification of an apprentice pipefitter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
COFC 1080	Construction Trades Core	4
PPFT 1010	Introduction to Industrial Pipefitting	3
PPFT 1020	Pipe Systems Installation and Assembly	3

IP31 NCCER Intermediate Pipefitting Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The NCCER Intermediate Pipefitting Technician program of study is the second program in a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive an NCCER Intermediate Pipefitting Technician Technical Certificate of Credit and have the qualification of an entry-level pipefitter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

NCCER Advanced Plumbing Technician (AP61), NCCER Plumbing Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) are embedded TCC's of the NCCER Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the NCCER Plumbing and Pipefitting Technology Diploma (PT32) to receive the NCCER Advanced Plumbing Technician (AP61), NCCER Pipefitting Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) TCC's.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
PPFT 1030	Socket and Butt Weld Pipe Fabrication	4
PPFT 1040	Equipment-Slings and Crane Riggings	3
PPFT 1050	Testing Procedures	3

AM71 NCCER Advanced Pipefitting Technician, Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	15

Program Description

The NCCER Advanced Pipefitting Technician program of study is the last program in a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job

acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive an NCCER Advanced Pipefitting Technician Technical Certificate of Credit and have the qualification of a pipefitter.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submission of the official High School or GED transcript with test scores is required.
- Meet assessment requirements

NCCER Advanced Plumbing Technician (AP61), NCCER Plumbing Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) are embedded TCC's of the NCCER Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the NCCER Plumbing and Pipefitting Technology Diploma (PT32) to receive the NCCER Advanced Plumbing Technician (AP61), NCCER Pipefitting Technology (IP31), and NCCER Advanced Pipefitting Technician (AM71) TCC's.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Billy Elliott, A.A.S., Program Coordinator

Email: Billy.Elliott@sctech.edu

Phone: (770) 412-5730

Program Courses

Required		
PPFT 1060	Advanced Pipe Fabrication	4
PPFT 1070	Special Piping	4

Choose ONE pair of the following:

Plumbing		
PLBG 1005	Plumbing Fundamentals I	4
PLBG 1015	Plumbing Fundamentals II	4
Welding		
WELD 1007	Welding Technology Fundamentals	3
WELD 1037	GMAW and FCAW Welding	4

WA12 NCCER Welding and Joining Technician, Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	41

Program Description

The NCCER Welding and Joining Technician diploma prepares students for careers in the welding industry. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Welding Technology diploma, have qualifications of a welding technician, and are prepared to take qualification tests required by industry. The program emphasizes welding theory and practical application necessary for successful employment.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

First Term		
COFC 1080	Construction Trades Core	4
WELD 1015	Shielded Metal Arc Welding I	4
WELD 1025	Shielded Metal Arc Welding II	3
Choose one of the following course clusters		
WELD 1005/1035 Cluster		
WELD 1005	Welding and Cutting Fundamentals AND	3
WELD 1035	Gas Metal and Flux-Cored Arc Welding	4
WELD 1007/1037 Cluster		
WELD 1007	Welding Technology Fundamentals AND	3
WELD 1037	GMAW and FCAW Welding	4
Second Term		
WELD 1045	Gas Tungsten Arc Welding I	3
WELD 1085	SMAW Stainless Steel Groove Welds	3
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
Third Term		
WELD 1125	GMAW and GTAW Aluminum Plate Welds Specific Occupational Elective (3-4) Specific Occupational Elective (3-4)	3
EMPL 1000	Interpersonal Relations and Professional Development OR	2
PSYC 1010	Basic Psychology	3
Specific Occupational Electives:		
WELD 1055	Shielded Metal Arc Welding Pipe Welds	3
WELD 1065	GMAW and FCAW Pipe Welds	4
WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD 1151	Fabrication Processes	3

SM21 NCCER Shielded Metal Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, Jackson County HS, and GRCCA

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	11

Program Description

The NCCER Shielded Metal Arc Welding certificate program prepares students for careers in the welding industry. This certificate emphasizes instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
COFC 1080	Construction Trades Core	4
WELD 1015	Shielded Metal Arc Welding I	4
Choose one of the following electives		
WELD 1005	Welding and Cutting Fundamentals OR	3
WELD 1007	Welding Technology	3

	Fundamentals	

Subtotal: 3

MS71 NCCER Dual Enrollment Shielded Metal Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses and GRCCA

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	17

Program Description

The NCCER Dual Enrollment Shielded Metal Arc Welding certificate program prepares students for careers in the welding industry. This certificate emphasizes instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COFC 1080	Construction Trades Core	4
WELD 1015	Shielded Metal Arc Welding I	4
Choose one of the following		
WELD 1005	Welding and Cutting Fundamentals	3
	OR	
WELD 1007	Welding Technology Fundamentals	3

Subtotal: 3

GM21 NCCER Gas Metal Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, Jackson County HS, and GRCCA

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	11

Program Description

The NCCER Gas Metal Arc Welding certificate program prepares students for welding careers in the MIG process. Topics include welding and cutting fundamentals, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
COFC 1080	Construction Trades Core	4
Choose one of the following course cluster		
WELD 1005/1035 Cluster		
WELD 1005	Welding and Cutting Fundamentals	3
	AND	
WELD 1035	Gas Metal and Flux-Cored Arc Welding	4
WELD 1007/1037 Cluster		
WELD 1007	Welding Technology Fundamentals	3
	AND	
WELD 1037	GMAW and FCAW Welding	4

MGW1 NCCER Dual Enrollment Gas Metal Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	17

Program Description

The NCCER Dual Enrollment Gas Metal Arc Welding certificate program prepares students for welding careers in the MIG process. Topics include welding and cutting fundamentals, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COFC 1080	Construction Trades Core	4
Choose one of the following course cluster		
WELD 1005/1035 Cluster		
WELD 1005	Welding and Cutting Fundamentals	3
	AND	
WELD 1035	Gas Metal and Flux-Cored Arc Welding	4
WELD 1007/1037		
WELD 1007	Welding Technology Fundamentals	3
	AND	
WELD 1037	GMAW and FCAW Welding	4

GT31 NCCER Gas Tungsten Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	10

Program Description

The NCCER Gas Tungsten Arc Welding certificate program provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
COFC 1080	Construction Trades Core	4
WELD 1045	Gas Tungsten Arc Welding I	3
Choose one of the following electives		
WELD 1005	Welding and Cutting Fundamentals	3
	OR	
WELD 1007	Welding Technology Fundamentals	3
		Subtotal: 3

MGE1 NCCER Dual Enrollment Gas Tungsten Arc Welding, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	16

Program Description

The NCCER Dual Enrollment Gas Tungsten Arc Welding certificate program provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

Enrollment in this program is restricted to Dual Enrollment students. For more information about Dual Enrollment, please speak to the Recruitment Services office at (770)229-3065.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COFC 1080	Construction Trades Core	4

WELD 1045	Gas Tungsten Arc Welding I	3

Choose one of the following electives

WELD 1005	Welding and Cutting Fundamentals	3
	OR	
WELD 1007	Welding Technology Fundamentals	3

Subtotal: 3

NP31 NCCER Pipe Welder, Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	11

Program Description

The NCCER Pipe Welder Technical Certificate of Credit provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are **NOT** required

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Contact Us

Chris Patterson, Program Coordinator

Email: Chris.Patterson@sctech.edu

Phone: (706) 646-6873

Program Courses

Required

WELD 1055	Shielded Metal Arc Welding Pipe Welds	3
WELD 1065	GMAW and FCAW Pipe Welds	4
WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4

100% Online Programs

Major	Major Code
General Studies	
General Studies (AS) (p. 322)	AB73
Consumer Economics (AS) (p. 330)	CE33
Accounting	
Accounting Fundamentals (TCC) (p. 255)	AF21
Business Technology	
Business Technology (AAS) (p. 257)	BA23
Business Technology (Diploma) (p. 259)	BA22
Administrative Support Assistant (TCC) (p. 262)	AS21
Microsoft Office Applications Professional (TCC) (p. 263)	MF41
Technical Specialist (TCC) (p. 263)	TC31
Business Management	
Business Management (AAS) (p. 265)	MD13
Business Management (Diploma) (p. 267)	MD12
Entrepreneur Management (TCC) (p. 268)	EE71
Human Resource Management Specialist (TCC) (p. 269)	HRM1
Management and Leadership Specialist (TCC) (p. 270)	MAL1
Organizational Leadership Specialist (TCC) (p. 270)	OLS1
Service Sector Management Specialist	SSM1

(TCC) (p. 271)

Small Business Management Specialist (TCC) (p. 271) SB41

Small Business Owner (TCC) (p. 261) SBF1

Supervisory/Management Specialist (TCC) (p. 272) SS31

Early Childhood Care and Education

Early Childhood Care and Education Basics (TCC) (p. 345) EC31

Child Development Specialist (TCC) (p. 344) CD61

Early Childhood Program Administration (TCC) (p. 346) ECP1

Early Childhood Exceptionalities (TCC) (p. 345) EC41

Infant and Toddler Care Specialist (TCC) (p. 347) IC31

Logistics & Supply Chain Management

Logistics and Supply Chain Management (AAS) (p. 273) LAS3

Logistics Management Specialist (TCC) (p. 274) LM21

Logistics Management Technician (TCC) (p. 276) LMT1

Medical Assisting

Medical Receptionist (TCC) (p. 203) MR51

Paralegal Studies

Paralegal Studies (Diploma) (p. 354) PS12

Paralegal Fundamentals (TCC) (p. 355) PF21

Public Safety

Fire Science Technology (AAS) (p. 367) FS13

Fire Science Technology (Diploma) (p. 370) FST2

Basic Fire Company Officer (TCC) (p. 368) BF11

Fire Officer I (TCC) (p. 369) FF31

Fire Officer II (TCC) (p. 370) FF51

Criminal Justice Technology (AAS) (p. 358) CJT3

Criminal Justice Technology (Diploma) (p. 364) CJT2

Criminal Justice Fundamentals (TCC) (p. 365) CJ71

Criminal Justice Specialist (TCC) (p. 366) CJ21

HOPE Career Grant Programs (Tuition-Free)

The HOPE Career Grant can be the boost a student needs to **get started on a rewarding career in a well-paying job, and without accumulating a lot of student debt.** It also helps Georgia employers by creating a pipeline of skilled workers they can hire well into the future.

To be eligible for the HOPE Career Grant, students must first qualify for and be receiving the HOPE Grant. Please review eligibility requirements below. The two grants together will cover all tuition in these 17 programs of study. Students will still be responsible for student fees and any equipment necessary, although in some cases, financial aid is available for those as well.

Eligibility for the HOPE Grant

Basic Eligibility
All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program;

Program Eligibility
Full-time enrollment in a certificate or diploma program is not required and students are not required to graduate from high school with a specific GPA, however, they must have a postsecondary cumulative 2.0 GPA, at certain checkpoints, in order to maintain eligibility.

Note:
A student who received a high school diploma (High School Postsecondary Graduation Opportunity Plan) by earning a technical college diploma or two technical college certificates, in one career pathway identified by the Technical College System of Georgia (TCSG), may be eligible for the HOPE Grant, up to 30 degree hours. The student must be enrolled in an associate degree program at a TCSG institution in order to receive the HOPE Grant. After payment for 30 semester hours, the student is no longer eligible for HOPE Grant while enrolled in a degree level program. The student must then meet the HOPE Scholarship eligibility requirements at the 30 semester hour checkpoint.

Source: https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-grants/hope-grant/eligibility/

Automotive Technology

DIPLOMA

Auto Collision Repair (p. 402)

Automotive Fundamentals (p. 407)

Automotive Technology (p. 406)

CERTIFICATE

Auto Electrical/Electronic Systems Technician (p. 408)

Automotive Chassis Technician Specialist (p. 408)

Automotive Climate Control Technician (p. 409)

Automotive Collision Repair Assistant I (p. 403)

Automotive Engine Performance Technician (p. 410)

Automotive Engine Repair Technician (p. 410)

Automotive Refinishing Assistant I (p. 403)

Automotive Refinishing Assistant II (p. 404)

Automotive Transmission/Transaxle Tech Specialist (p. 411)

Aviation

CERTIFICATE

Small Unmanned Aircraft (*Drone*)

Business Technology

DIPLOMA

Business Technology

Commercial Truck Driving

CERTIFICATE

Commercial Truck Driving (p. 416)

Computer Programming

DIPLOMA

Computer Programming (p. 282)

Database Specialist (p. 291)

CERTIFICATE

C++ Programmer (p. 285)

Foundations of Computer Programming (p. 286)

Java Programmer (p. 287)

Linux/UNIX System Administrator (p. 309)

SQL Server Database (p. 285)

Computer Technology

DIPLOMA

Cybersecurity

Networking Specialist (p. 303)

Web Application Development (p. 293)

Web Site Design/Development (p. 297)

CERTIFICATE

CISCO Network Specialist (p. 305)

CompTIA A+ Certified Technician Preparation (p. 306)

Computer Hardware and Network Technician (p. 306)

Cybersecurity

Graphic Design Developer

Graphics and Animation Developer (p. 300)

Help Desk Specialist (p. 307)

Information Technology Fundamentals (p. 308)

Microsoft Network Administrator (p. 310)

Mobile App Developer (p. 294)

Network Support Specialist (p. 310)

Network Technician (p. 311)

Social Media Developer (p. 295)

Web Application Developer

Web Front End Developer (p. 301)

Web Site Designer (p. 298)

Web Site Developer (p. 299)

Construction Technology

DIPLOMA

Air Conditioning Technology (p. 387)

Carpentry

Construction Management

Electrical Systems Technology (p. 419)

NCCER Plumbing and Pipefitting Technology (p. 445)

CERTIFICATE

Air Conditioning Electrical Technician (p. 389)

Air Conditioning Repair Specialist (p. 391)

Air Conditioning System Maintenance Technician (p. 392)

Air Conditioning Technician Assistant (p. 393)

Certified Construction Worker

Construction Management Apprentice

Construction Manager

Electrical Contracting Technician (p. 423)

Electrical Technician (p. 423)

Framing Carpenter

Heating and Air Conditioning Installation Technician (p. 394)

Industrial Electrical Controls

Light Commercial Air Conditioning Specialization (p. 394)

NCCER Advanced Pipefitting Technician (p. 450)

NCCER Advanced Plumbing Technician (p. 448)

NCCER Plumbers Assistant (p. 446)

NCCER Basic Pipefitter (p. 449)

NCCER Intermediate Pipefitting Technician (p. 450)

NCCER Intermediate Plumbing Technician (p. 447)

NCCER Pipefitting Technology (p. 448)

NCCER Plumbing Technician (p. 447)

Photovoltaic Systems Installation and Repair Technician (p. 424)

Residential Air Conditioning Technician (p. 395)

Diesel Equipment Technology

DIPLOMA

Diesel Equipment Technology (p. 417)

CERTIFICATE

Diesel Electrical/Electronics Systems Technician (p. 418)

Diesel Engine Service Technician (p. 419)

Early Childhood Care and Education

DIPLOMA

Early Childhood Care/Education (p. 343)

CERTIFICATE

Child Development Specialist (p. 344)

Early Childhood Care and Education Basics (p. 345)

Early Childhood Exceptionalities (p. 345)

Early Childhood Program Administration (p. 346)

Infant/Toddler Child Care Specialist (p. 347)

Electrical Lineman Technology

CERTIFICATE

Electrical Lineworker (p. 425)

Allied Health

DIPLOMA

Dental Assisting

EMS Professions (p. 218)

Medical Assisting (p. 198)

Paramedicine (p. 217)

Practical Nursing

CERTIFICATE

Advanced Emergency Medical Technician (AEMT) (p. 220)

Central Sterile Supply Processing Technician

Computed Tomography Specialist (p. 234)

Electrocardiography Technology (p. 243)

Emergency Medical Responder (EMR) (p. 222)

Emergency Medical Technician (EMT) (p. 223)

Health Care Assistant (p. 192)

Hemodialysis Patient Care Specialist (p. 228)

Magnetic Resonance Imaging Specialist (p. 238)

Nurse Aide (p. 229)

Patient Care Assistant

Phlebotomy Technician (p. 204)

Phlebotomy Technology Specialist (p. 205)

Industrial Maintenance

DIPLOMA

Industrial Mechanical Systems (p. 435)

Industrial Systems Technology (p. 433)

Mechatronics Technology (p. 439)

CERTIFICATE

Industrial Electrician (p. 434)

Industrial Fluid Power Technician (p. 434)

Industrial Maintenance Assistant (p. 436)

Industrial Maintenance Technician (p. 401)

Industrial Motor Control Technician (p. 435)

Industrial Systems Fundamentals (p. 437)

Manufacturing Maintenance Technician (p. 398)

Manufacturing Production Assistant (p. 400)

Programmable Control (p. 441)

Logistics/Transportation Technology

CERTIFICATE

Logistics Management Specialist (p. 274)

Logistics Management Technician (p. 276)

Movie Production Set Design

CERTIFICATE

Film – Accounting Assistant (p. 314)

Film – Administrative Assistant I (p. 315)

Film – Administrative Assistant II (p. 315)

Film – Electrical/Lighting Technician I (p. 316)

Film – Georgia Film Academy On-Set Production Asst. (p. 320)

Film – Grip & Rigging Technician I (p. 317)

Film – Hair & Make-up Technician (p. 317)

Film – On-Set Production Assistant I (p. 318)

Film – On-Set Production Assistant II (p. 318)

Film – Scenic Technician I (p. 320)

Precision Manufacturing

DIPLOMA

CNC Technology (p. 441)

Precision Machining and Manufacturing (p. 442)

Precision Manufacturing and Maintenance

CERTIFICATE

CNC Specialist (p. 443)

Lathe Operator (p. 444)

Mechatronics Technician (p. 440)

Mill Operator (p. 444)

Welding and Joining Technology

DIPLOMA

NCCER Welding and Joining Technician (p. 451)

CERTIFICATE

Gas Metal Arc Welding (p. 453)

NCCER Gas Tungsten Arc Welding (p. 454)

NCCER Shielded Metal Arc Welding (p. 452)

Commercial Truck Driving (CDL) Program Application: https://www.sctech.edu/programs/cdl-program-application/

Programs DO NOT Require a High School Diploma or GED

****Note: Programs on this list that do not contain a core academic class.****

Major	Major Code
Accounting	
Office Accounting Specialist (TCC (p. 254))	OA31
Air Conditioning Technology	
Air Conditioning Electrical Technician (TCC) (p. 389)	ACK1
Air Conditioning Technician Assistant (TCC) (p. 393)	AZ31
Heating and Air Conditioning Installation Technician (TCC) (p. 394)	HAA1
Auto Collision	
Auto Collision Repair Assistant I (TCC) (p. 403)	AB51
Auto Refinishing Assistant I (TCC) (p. 403)	ARA1
Auto Refinishing Assistant II (TCC) (p. 404)	AP71
Automotive Technology	
Automotive Electrical/Electronic Systems Technician (TCC) (p. 408)	AE41
Automotive EnginePerformance Technician (TCC) (p. 410)	AE51
Automotive Engine Repair Technician (TCC) (p. 410)	AE61
Automotive Transmission/Transaxle Technician Specialist (TCC) (p. 411)	AA71
Automotive Chassis Technician Specialist (TCC) (p. 408)	ASG1

Automotive Climate Control Technician (TCC) (p. 409) AH21

Business Technology

Administrative Support Assistant (TCC) (p. 262) AS21

Microsoft Office Applications Professional (TCC) (p. 263) MF41

Carpentry

Certified Construction Worker (TCC) CCW1

Commercial Truck Driving

Commercial Truck Driving (TCC) (p. 416) CT61

Computer Information Systems

CompTIA A+ Certified Technician Preparation (TCC) (p. 306) CA71

Help Desk Specialist (TCC) (p. 307) HD41

Network Support Specialist (TCC) (p. 310) NS31

Network Technician (TCC) (p. 311) NT21

Web Application Developer (TCC) (p. 295) IB71

Cosmetology

Nail Technician (TCC) (p. 351) NT11

Shampoo Technician (TCC) (p. 352) ST11

Culinary Arts

Catering Specialist (TCC) (p. 339) CS61

Food Production Worker I (TCC) (p. 340) FPW1

Prep Cook (TCC) (p. 340) PC51

Diesel Technology

Diesel Engine Service Technician (TCC) (p. 464) DE21

Diesel Electrical/Electronic Systems Tech (TCC) (p. 418) DE11

Early Childhood Care and Education

Early Childhood Care and Education Basics (TCC) (p. 345) EC31

Electrical Construction and Maintenance

Photovoltaic Systems Installation/Repair Technician (TCC) (p. 424) PS11

Emergency Medical Services

Emergency Medical Responder (TCC) (p. 222) EB71

Emergency Medical Technician (TCC) (p. 223) EMJ1

Environmental Horticulture

Garden Center Technician (TCC) (p. 428) GC31

Landscape Specialist (TCC) (p. 428) LS11

Sustainable Urban Agriculture Technician (TCC) (p. 429) SUA1

Forensic Science Technology

Forensic Science Fundamentals (TCC) (p. 377) FSF1

Industrial Systems Technology

Industrial Electrician (TCC) (p. 434) IE41

Industrial Fluid Power Technician (TCC) (p. 434) IF11

Industrial Motor Control Technician (TCC) (p. 435) IM41

Programmable Control Technician I (TCC) (p. 441) PC81

Machine Tool Technology

CNC Specialist (TCC) (p. 443)	CS51
Lathe Operator(TCC) (p. 444)	LP11
Mill Operator (TCC) (p. 444)	MP11

Practical Nursing

Nurse Aide (TCC) (p. 229)	CN21
Patient Care Assistant (TCC)	PC21

Public Safety

Criminal Justice Fundamentals (TCC) (p. 365)	CJ71
Criminal Justice Specialist (TCC) (p. 366)	CJ21

Welding and Joining Technology

NCCER Shielded Metal Arc Welding (TCC)	SM21
NCCER Dual Enrollment Shielded Metal Arc Welding (TCC)	MS71
NCCER Gas Metal Arc Welding (TCC)	GM21
NCCER Dual Enrollment Gas Metal Arc Welding (TCC)	MGW1
NCCER Gas Tungsten Arc Welding (TCC)	GT31
NCCER Dual Enrollment Gas Tungsten Arc Welding (TCC)	MGE1
NCCER Pipe Welder (TCC)	NP31

Course Descriptions

Opposite each course title is printed the number of term credit hours awarded for the successful completion of the course.

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a pre-requisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

Pre-requisites must be taken before the listed course. Co-requisites may be taken with the listed course.

ACCT

ACCT 1100 - Financial Accounting I (4)

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: MATH AND COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better; Program Admission. Corequisite: None.

ACCT 1105 - Financial Accounting II (4)

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Instructor approval for Provisional Students and ACCT 1100 - Financial Accounting I with a grade of "C" or better. Corequisite: None.

ACCT 1110 - Managerial Accounting (3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ACCT 1105 - Financial Accounting II . Corequisite: None.

ACCT 1115 - Computerized Accounting (3)

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better, ACCT 1100 - Financial Accounting I with a grade of "C" or better. Corequisite: None.

ACCT 1120 - Spreadsheet Applications (4)

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000. Corequisite: None.

ACCT 1125 - Individual Tax Accounting (3)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax

calculations.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better. Corequisite: None.

ACCT 1130 - Payroll Accounting (3)

Provides an understanding of the laws that affect a company*s payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ACCT 1100 - Financial Accounting I with a grade of "C" or better. Corequisite: None.

ACCT 2000 - Managerial Accounting (3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts. Manufacturing Accounting using a Job Order Cost System. Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ACCT 1105 - Financial Accounting II with a grade of "C" or better. Corequisite: None.

ACCT 2100 - Accounting Internship I (4)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: All non-elective courses required for program completion with a grade of “C” or better and instructor approval. Corequisite: None.

ACCT 2105 - Accounting Internship II (8)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: All non-elective courses required for program completion with a grade of “C” or better and instructor approval. Corequisite: None.

ACCT 2110 - Accounting Simulation (3)

Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Advisor Approval, ACCT 1105 - Financial Accounting II with a grade of “C” or better and ACCT 1120 - Spreadsheet Applications with a grade of “C” or better. Corequisite: None.

ACCT 2115 - Bookkeeper Certification Review (3)

Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal

controls and fraud prevention. Prepares the students to take certification testing.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Advisor Approval OR ACCT 1100 - Financial Accounting I with a grade of "C" or better, ACCT 1105 - Financial Accounting II with a grade of "C" or better, AND ACCT 1130 - Payroll Accounting with a grade of "C" or better. Corequisite: None.

ACCT 2120 - Business Tax Accounting (3)

Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ACCT 1100 - Financial Accounting with a grade of "C" or better AND ACCT 1105 - Financial Accounting II with a grade of "C" or better. Corequisite: None.

ACCT 2125 - Capstone Review Course of Accounting Principles (3)

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Advisor Approval; ACCT 1100 - Financial Accounting I with a grade of "C" or better, ACCT 1125 - Individual Tax Accounting with a grade of "C" or better, AND ACCT 1130 - Payroll Accounting with a grade of "C" or better. Corequisite: None.

ACCT 2130 - Integrated Accounting Management Systems (3)

Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ALL REQUIRED: ACCT 1105 - Financial Accounting II, ACCT 1115 - Computerized Accounting, ACCT 1120 - Spreadsheet Applications . Corequisite: None.

ACCT 2135 - Introduction to Governmental and Nonprofit Accounting (3)

Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ACCT 1105 - Financial Accounting II with a grade of "C" or better. Corequisite: None.

ACCT 2140 - Legal Environment of Business (3)

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ACCT 2145 - Personal Finance (3)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ACCT 2150 - Principles of Auditing (3)

Introduces the student to the auditors responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ACCT 1105 - Financial Accounting II with a grade of "C" or better. Corequisite: None.

ACCT 2155 - Principles of Fraud Examination (3)

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering,

payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ACCT 2250 - Representation and Specialized Returns (3)

Reviews the taxation of gifts, estates, trusts and exempt organizations. Provides detailed instruction on IRS practice and procedures. Covers areas for Enrolled Agent Exam Part 3 (Practice Procedures).

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ACCT 1125 - Individual Tax Accounting with a grade of "C" or better AND ACCT 2120 - Business Tax Accounting with a grade of "C" or better. Corequisite: None.

ACRP

ACRP 1000 - Introduction to Auto Collision Repair (4)

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces vehicle construction types and the parts identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

Lecture Contact Hours: 54. Lab Contact Hours: 12. Total Contact Hours: 66. Prerequisite: Provisional Admission. Corequisite: None.

ACRP 1005 - Automobile Component Repair and Replacement (4)

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

Lecture Contact Hours: 26. Lab Contact Hours: 79. Total Contact Hours: 105. Prerequisite: None. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better.

ACRP 1010 - Foundations of Collision Repair (5)

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

Lecture Contact Hours: 29. Lab Contact Hours: 111. Total Contact Hours: 140. Prerequisite: None. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better AND ACRP 1005 - Automobile Component Repair and Replacement with a grade of "C" or better.

ACRP 1015 - Fundamentals of Automotive Welding (4)

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

Lecture Contact Hours: 34. Lab Contact Hours: 56. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better.

ACRP 1017 - Mechanical and Electrical Systems I (4)

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred throug automobile collisions.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair.

ACRP 1018 - Mechanical and Electrical Systems (4)

This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 - Mechanical and Electrical Systems II (5)

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems foud on vehicles typically requiring repair of damages incurred through autromobile collisions.

Lecture Contact Hours: 40. Lab Contact Hours: 70. Total Contact Hours: 110. Prerequisite: Program Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair.

ACRP 2000 - Introduction to Refinishing (5)

This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile

surface are also introduced in this course.

Lecture Contact Hours: 16. Lab Contact Hours: 136. Total Contact Hours: 152. Prerequisite: ALL REQUIRED: ACRP 1000 - Introduction to Auto Collision Repair, ACRP 1010 - Foundations of Collision Repair . Corequisite: None.

ACRP 2001 - Introduction to Auto Painting and Refinishing (5)

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

Lecture Contact Hours: 45. Lab Contact Hours: 62. Total Contact Hours: 107. Prerequisite: Provisional Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair AND ACRP 1010 - Foundations of Collision Repair.

ACRP 2002 - Painting and Refinishing Techniques (5)

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detaiing and tasks will also be practiced and discussed.

Lecture Contact Hours: 39. Lab Contact Hours: 71. Total Contact Hours: 110. Prerequisite: Provisional Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair AND ACRP 2001 - Introduction to Auto Painting and Refinishing.

ACRP 2005 - Fundamentals of Refinishing I (5)

The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

Lecture Contact Hours: 31. Lab Contact Hours: 95. Total Contact Hours: 126. Prerequisite: Program Admission. Corequisite: ACRP 1000 - Introduction to Auto Collision Repair, ACRP 2000 - Introduction to Refinishing .

ACRP 2008 - Fundamentals of Refinishing II (3)

This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.

Lecture Contact Hours: 15. Lab Contact Hours: 78. Total Contact Hours: 93. Prerequisite: None. Corequisite: ACRP 2005 - Fundamentals of Refinishing I .

ACRP 2009 - Refinishing Internship (2)

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: ACRP 1000 - Introduction to Auto Collision Repair with a grade of “C” or better. Corequisite: ACRP 2001 - Introduction to Auto Painting and Refinishing AND ACRP 2002 - Painting and Refinishing Techniques.

AIRC

AIRC 1005 - Refrigeration Fundamentals (4)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

AIRC 1010 - Refrigeration Principles and Practices (4)

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: None. Corequisite: AIRC 1005 - Refrigeration Fundamentals with a grade of “C” or better.

AIRC 1020 - Refrigeration Systems Components (4)

This course provides the student with the skills and knowledge and skills to install, test, and service major

components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better. Corequisite: AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better.

AIRC 1030 - HVACR Electrical Fundamentals (4)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

AIRC 1040 - HVACR Electrical Motors (4)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1050 - HVACR Electrical Components and Controls (4)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1060 - Air Conditioning Systems Application and Installation (4)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1070 - Gas Heat (4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1080 - Heat Pumps and Related Systems (4)

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting

techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better. Corequisite: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 2005 - Design and Application of Light Commercial Air Conditioning (4)

Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2010 - Light Commercial Air Conditioning Control Systems (4)

Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2020 - Light Commercial Air Conditioning Systems Operation (4)

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2030 - Light Commercial Air Conditioning Internship/Practicum (8)

Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

Lecture Contact Hours: 0. Lab Contact Hours: 360. Total Contact Hours: 360. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems . Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems .

AIRC 2040 - Residential Systems Designs (4)

Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes (4)

Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2060 - Air Distribution Systems for Residential Air Conditioning (4)

Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance

techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2070 - Commercial Refrigeration Design (4)

Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2080 - Commercial Refrigeration Application (4)

Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

AIRC 2090 - Troubleshooting and Servicing Commercial Refrigeration (4)

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better. Corequisite: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

ALHS

ALHS 1010 - Introduction to Anatomy and Physiology (4)

Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Regular Admission. Corequisite: None.

ALHS 1011 - Structure and Function of the Human Body (5)

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Lecture Contact Hours: 75. Lab Contact Hours: 0. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

ALHS 1015 - Basic Inorganic Chemistry (2)

Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Appropriate Diploma Level Math Placement Test Score. Corequisite: None.

ALHS 1040 - Introduction to Health Care (3)

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: Provisional Admission.

Corequisite: None.

ALHS 1054 - Spanish for Allied Health Workers (3)

An introduction to the Spanish language and Latino culture as applied to the allied health industry. Topic include: introductory conversational Spanish with emphasis on allied health industry and on medical terminology vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating the aspects of Latino culture for more effective management. Additional concentration on completing physical assessments in Spanish and questioning of patients as to their health conditions, needs, and concerns.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Provisional Admission. Corequisite: None.

ALHS 1100 - Nurse Aide Fundamentals (Non-Certification) (9)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Lecture Contact Hours: 60. Lab Contact Hours: 75. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

ALHS 1126 - Health Science Physics (5)

Introduces the student to the basic laws of physics with specific applications for health science students. Topics include basic Newtonian mechanics, fluid mechanics, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Appropriate Degree Level Math Placement Test Score. Corequisite: None.

ALHS 1127 - Health Sciences Chemistry (4)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topica include measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, acids and bases, gases, liquid mixtures, nuclear chemistry, organic chemistry and biochemistry.

Lecture Contact Hours: 40. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Appropriate Degree Level Math Placement Test Score. Corequisite: None.

ALHS 1140 - Health Care Communication (3)

Effective communication skills are essential for all health care workers. This course aims to improve understanding of the ways in which people communicate and relate to each other in various heatlh care settings. It also seeks to promote more effective communication and relationships among health care workers, patients, and other health team members. Course content is designed for front line workers in any health care profession or setting.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Health related students only Diploma level proficiency in Reading, English, and Math. Corequisite: None.

AMCA

AMCA 2010 - Advanced Milling I (4)

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: MCHT 1120 - Mill Operations I with a grade of "C" or better AND MCHT 1220 - Mill Operations II with a grade of "C" or better. Corequisite: None.

AMCA 2030 - Advanced Milling II (4)

Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: AMCA 2010 - Advanced Milling I with a grade of "C" or better. Corequisite: None.

AMCA 2050 - Advanced Lathe Operations I (4)

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: MCHT 1119 - Lathe Operations I with a grade of "C" or better AND MCHT 1219 - Lathe Operations II with a grade of "C" or better. Corequisite: None.

AMCA 2070 - Advanced Lathe Operations II (4)

Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: AMCA 2050 - Advanced Lathe Operations I with a grade of "C" or better. Corequisite: None.

AMCA 2080 - Advanced Grinding I (2)

Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: MCHT 1015 - Surface Grinder Operations . Corequisite: None.

AMCA 2090 - Advanced Grinding Operations II (2)

Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: AMCA 2080 - Advanced Grinding I with a grade of "C" or better. Corequisite: None.

AMCA 2110 - CNC Fundamentals (4)

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: MCHT 1119 AND MCHT 1120 with a grade of "C" or better. Corequisite: None.

AMCA 2130 - CNC Mill Manual Programming (5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC)

milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: AMCA 2110 with a grade of "C" or better. Corequisite: AMCA 2110 - CNC Fundamentals with a grade of "C" or better.

AMCA 2150 - CNC Lathe Manual Programming (5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: AMCA 2110 with a grade of "C" or better. Corequisite: AMCA 2110 - CNC Fundamentals with a grade of "C" or better.

AMCA 2170 - CNC Practical Applications (4)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC progamming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: AMCA 2110 - CNC Fundamentals with a grade of "C" or better, AMCA 2130 - CNC Mill Manual Programming with a grade of "C" or better, AND AMCA 2150 - CNC Lathe Manual Programming with a grade of "C" or better. Corequisite: None.

AMCA 2190 - CAD/CAM Programming (4)

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: AMCA 2110 with a grade of "C" or better.

ARTS

ARTS 1101 - Art Appreciation (3)

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better. Corequisite: None.

AUMF

AUMF 1110 - Flexible Manufacturing Systems I (5)

This course provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

Lecture Contact Hours: 60. Lab Contact Hours: 45. Total Contact Hours: 105. Prerequisite: IDFC 1000 - Principles of Electricity I AND IDFC 1005 - Principles of Electricity II with a grade of "C" or better. Corequisite: IDFC 1000 - Principles of Electricity I AND IDFC 1005 - Principles of Electricity II with a grade of "C" or better.

AUMF 1120 - Programmable Controllers (5)

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

Lecture Contact Hours: 30. Lab Contact Hours: 120. Total Contact Hours: 150. Prerequisite: IDFC 1005 - Principles of Electricity II with a grade of "C" or better. Corequisite: None.

AUMF 1130 - Applied Hydraulics, Pneumatics, and Mechanics (2)

Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include: gas laws; pressure

and force calculations; hydraulic systems vs pneumatic systems; cylinders, pressure controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components; valves; and conveyor systems.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

AUMF 1150 - Introduction to Robotics (3)

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: AUMF 1120 - Programmable Controllers AND IDSY 1120 - Basic Industrial PLCs with a grade of “C” or better. Corequisite: None.

AUMF 1210 - Flexible Manufacturing Systems II (5)

This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

Lecture Contact Hours: 60. Lab Contact Hours: 45. Total Contact Hours: 105. Prerequisite: AUMF 1110 - Flexible Manufacturing Systems I with a grade of “C” or better. Corequisite: None.

AUMF 1520 - Manufacturing Organizational Principles (1)

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: Program Admission. Corequisite: None.

AUMF 1540 - Manufacturing Workforce Skills (2)

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

AUMF 1560 - Manufacturing Product Require (1)

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: Program Admission. Corequisite: None.

AUMF 1580 - Automated Manufacturing Skills (3)

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

AUMF 1660 - Represent Manufacture Skills (4)

This course provides learners with an introduction to representative manufacturing skills and associated safety

requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

AUMF 2060 - Work Cell Design Laboratory (2)

Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

AUTT

AUTT 1010 - Automotive Technology Introduction (2)

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

AUTT 1020 - Automotive Electrical Systems (7)

This course introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

Lecture Contact Hours: 30. Lab Contact Hours: 210. Total Contact Hours: 240. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 1021 - Automotive Electrical Systems I (4)

This course introduces automotive electrical systems emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Lecture Contact Hours: 17. Lab Contact Hours: 121. Total Contact Hours: 138. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 1022 - Automotive Electrical Systems II (3)

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

Lecture Contact Hours: 13. Lab Contact Hours: 89. Total Contact Hours: 102. Prerequisite: None. Corequisite: AUTT 1021 - Automotive Electrical Systems I with a grade of a “C” or better.

AUTT 1030 - Automotive Brake Systems (4)

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 1040 - Automotive Engine Performance (7)

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

Lecture Contact Hours: 30. Lab Contact Hours: 200. Total Contact Hours: 230. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a

grade of a “C” or better.

AUTT 1041 - Automotive Engine Performance I (3)

This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

Lecture Contact Hours: 13. Lab Contact Hours: 87. Total Contact Hours: 100. Prerequisite: AUTT 1020 - Automotive Electrical Systems AND AUTT 1021 - Automotive Electrical Systems I AND AUTT 1022 - Automotive Electrical Systems II . Corequisite: None.

AUTT 1042 - Automotive Engine Performance II (3)

This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

Lecture Contact Hours: 13. Lab Contact Hours: 87. Total Contact Hours: 100. Prerequisite: AUTT 1020 - Automotive Electrical Systems AND AUTT 1021 - Automotive Electrical Systems I AND AUTT 1022 - Automotive Electrical Systems II . Corequisite: None.

AUTT 1050 - Automotive Suspension and Steering Systems (4)

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Lecture Contact Hours: 15. Lab Contact Hours: 110. Total Contact Hours: 125. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 1060 - Automotive Climate Control Systems (5)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

Lecture Contact Hours: 50. Lab Contact Hours: 60. Total Contact Hours: 110. Prerequisite: AUTT 1020 - Automotive Electrical Systems with grade of "C" or better. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 1070 - Automotive Technology Internship (4)

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: AUTT 1010 - Automotive Technology Introduction with a grade of “C” or better, AND AUTT 1020 - Automotive Electrical Systems with a grade of “C” or better AND AUTT 1030 - Automotive Brake Systems with a grade of “C” or better. Corequisite: None.

AUTT 2010 - Automotive Engine Repair (6)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

Lecture Contact Hours: 30. Lab Contact Hours: 145. Total Contact Hours: 175. Prerequisite: None. Corequisite:

AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 2011 - Automotive Engine Repair I (3)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 2012 - Automotive Engine Repair II (3)

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

Lecture Contact Hours: 15. Lab Contact Hours: 70. Total Contact Hours: 85. Prerequisite: None. Corequisite: AUTT 2011 - Automotive Engine Repair I with a grade of a “C” or better.

AUTT 2020 - Automotive Manual Drive Train and Axles (4)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

Lecture Contact Hours: 31. Lab Contact Hours: 69. Total Contact Hours: 100. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 2030 - Automotive Automatic Transmissions and Transaxles (5)

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Total Contact Hours: 135. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AUTT 2100 - Automotive Alternative Fuel Vehicles (4)

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

Lecture Contact Hours: 50. Lab Contact Hours: 20. Total Contact Hours: 70. Prerequisite: None. Corequisite: AUTT 1010 - Automotive Technology Introduction with a grade of a “C” or better.

AVOT

AVOT 2001 - UAS Concepts (3)

Unmanned Aircraft Systems (UAS) Concepts provides students with an introduction to small Unmanned Systems (sUAS). Topics include the history of unmanned aircraft; the potential markets associated with sUAS utilization; and exposure to dynamic regulatory environment. This course includes academics and computer simulated flight training of multi-rotor sUAS platforms using simulator software and hardware systems to include basic flight maneuvers and flight dynamics. This course will also introduce students to the more commonly used platforms. Introduction to microlight aircraft operations.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total

Contact Hours: 60. Prerequisite: None. Corequisite: None.

AVOT 2003 - Aviation Meteorology and National Airspace System (3)

Aviation Meteorology introduces students to weather theory and provides new small Unmanned Aircraft Systems (sUAS) pilots with basic knowledge of weather principles. This course develops understanding into how weather affects sUAS mission activities and how to make preflight decisions based on weather reports and forecasts. Discussion will also include the various categories within the National Airspace System to insure students understand how to operate legally and safely in the proximity of other aircraft.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: AVOT 2001. Corequisite: None.

AVOT 2010 - Intermediate Flight Development (3)

This course will address mission planning and controlled flight of small Unmanned Aircraft Systems (sUAS). Command and control scenarios will be discussed in relation to mission objectives utilizing sUAS. Specific control systems will be utilized and will include ground training, simulator training, and flight training. Lab assignments will include practical mission preparation, planning and autonomous mission execution in external flight training using microlight aircraft, basic and advanced aircraft. Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: AVOT 2001. Corequisite: None.

AVOT 2103 - Small Unmanned Aircraft System Regulations (3)

This course examines the regulatory requirements associated with operating as a Certified Remote Pilot. Topics include differences between recreational and commercial users and how federal regulations are applicable to various operations. Students demonstrate knowledge of small Unmanned Aircraft Systems (sUAS) regulations as well as aeronautical decision-making, airspace, flight restrictions, navigation, airport operations, physiological effects of drugs and alcohol, and weather. Upon successful completion students will be eligible to stand in for FAA Remote Pilot Knowledge exam and become certified as Remote Pilot with sUAS rating.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: AVOT 2003 - Aviation Meteorology and National Airspace System with a grade of a “C” or better and AVOT 2001. Corequisite: AVOT 2105 - Commercial Applications with a grade of a “C” or better.

AVOT 2105 - Commercial Applications (4)

Commercial Applications is an advanced course that allows students to further develops skills needed to operate in complex sUAS environments. Students will challenge their skills by working through realistic scenarios that exist for professional operators of Unmanned Aircraft Systems. In addition, students will plan and execute missions that exist for professional operators of Unmanned Aircraft Systems in a variety of commercial applications including: Aerial Mapping: Agriculture, Surveying, Topography; Monitoring: Ecological, Public Safety, Search and Rescue; Inspection: Industrial Operations, Communication and Electrical Towers, Buildings, Real Estate

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: AVOT 2103 - Small Unmanned Aircraft System Regulations with a grade of a “C” or better.

BAFN

BAFN 1100 - Introduction to Banking and Finance (3)

Introduces the student to the history, documents, and operational functions of the banking industry.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BAFN 1105 - Bank Business and Information Systems (3)

The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: MATH 1011 (Diploma) OR MATH 1111 (Degree). Corequisite: None.

BAFN 1110 - Money and Banking (3)

The course emphasizes the relevance of monetary instruments, financial intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: the history and evolution of financial institutions, monetary instruments and flow; and central banking, operations, and policies.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

BAFN 1115 - Personal Financial Planning (3)

This course provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

BAFN 1300 - Internship (3)

This course introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finances applications on the job. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluations, required weekly seminars, and required practiced or on-the-job training.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: ALL REQUIRED: BAFN 1110 - Money and Banking, ENGL 1010 - Fundamentals of English . Corequisite: None.

BAFN 2200 - Finance (3)

Provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics includ

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ACCT 1100 - Financial Accounting I . Corequisite: None.

BAFN 2205 - Real Estate Finance (3)

Emphasizes the relevance of land value, legal titles, legal descriptions, types of real estate finance, the leverage of real estate, the bank funding requirement, mortgage amortizations, financial theory, and real estate markets.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BAFN 2210 - Contemporary Bank Management (3)

Emphasizes the relevance of banks and the economy, bank regulations and policy, bank organizational structure, bank management, the financial institutions environment, bank deregulation, and asset/liability management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ALL REQUIRED: BAFN 1100 - Introduction to Banking and Finance, BAFN 1110 - Money and Banking, BAFN 1115 - Personal Financial Planning . Corequisite: None.

BAFN 2215 - Investments (3)

Introduces the student to the fundamentals concepts of personal investment planning, personal investments, the various financial investments available for use, and their relative applicability. Emphasis is placed on developing a full understanding of the types of investments available to individuals, how these investments can be used and how to evaluate their performance. Topics include: stocks, bonds, mutual funds, retirement planning, retirement plans and

investment advisors.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BARB

BARB 1000 - Introduction to Barber/Styling Implements (3)

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology (3)

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

BARB 1020 - Introduction to Haircutting and Shampooing (5)

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 150. Total Contact Hours: 165. Prerequisite: None. Corequisite: None.

BARB 1022 - Haircutting and Shampooing I (3)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BARB 1024 - Basic Haircutting (3)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BARB 1030 - Haircutting/Basic Styling (3)

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

BARB 1040 - Shaving (3)

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BARB 1050 - Science: Anatomy and Physiology (3)

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BARB 1060 - Introduction to Color Theory/Color Application (3)

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BARB 1070 - Chemical Restructuring of Hair (5)

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Lecture Contact Hours: 30. Lab Contact Hours: 135. Total Contact Hours: 165. Prerequisite: None. Corequisite: None.

BARB 1072 - Chemical Permanent Waving Services (3)

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provide instruction in the application of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Lecture Contact Hours: 15. Lab Contact Hours: 82.5. Total Contact Hours: 98. Prerequisite: None. Corequisite: None.

BARB 1074 - Chemical Hair Relaxers Services (3)

This course builds on the Introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, times permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

Lecture Contact Hours: 15. Lab Contact Hours: 82.5. Total Contact Hours: 98. Prerequisite: None. Corequisite: None.

BARB 1080 - Advanced Haircutting/Styling (5)

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

Lecture Contact Hours: 15. Lab Contact Hours: 180. Total Contact Hours: 195. Prerequisite: None. Corequisite: None.

BARB 1082 - Practicum I (4)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

Lecture Contact Hours: 0. Lab Contact Hours: 120. Total Contact Hours: 120. Prerequisite: None. Corequisite: None.

BARB 1084 - Practicum II (4)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics

include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

BARB 1090 - Facial and Facial Treatments (4)

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

BARB 1100 - Live Work Practicum (4)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

BARB 1110 - Shop Management/Ownership (4)

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

BARB 2010 - Intro & App to Barber Instruct (4)

Introduces the fundamental theory and practices and basic record keeping concepts of the barbering instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Barbering. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, various career opportunities, attendance, grades, student service and theory hours, basic record keeping and effective use of advisory committee.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BARB 2020 - Program Development (5)

Emphasizes the steps involved in the development of a great lesson plan and measuring the knowledge of learners. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using printed materials and visual aids in a lesson plan, purpose of testing, academic policy, developing rubics, multiple-category grading system and special learner needs.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Prerequisite: None. Corequisite: None.

BARB 2030 - Classroom/Lab Management (5)

Emphasizes the steps involved in the operation of a barbering program, teaching skills, classroom management and dynamic clinic teaching. Topics include: identify entry-level practitioners in hair, skin and nails, teaching effective communication skills, inventory, networking, portfolio design, managing learner behavior, managing difficult learners, classroom arrangements, role of the clinic environment and basic principles of academic advising and counseling.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120. Prerequisite: None. Corequisite: None.

BARB 2040 - Teaching Skills and Techiques (5)

Provides knowledge and application on the principles of teaching and identifies the characteristics of the different learner types and teaching methods. Topics include: educator to learner relationships, effective and reflective listening skills, emotional influences and needs of todays learner, destructive verses constructive tactics, learner motivation, cultivating positive relationships, challenges for all learner styles, timed lecturing, and preparing for a lecture method of teaching.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

BARB 2050 - Barbering Practicum I (3)

Provides a experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: ALL REQUIRED: BARB 2010 - Introduction and Application to Barber Instruction, BARB 2020 - Program Development, BARB 2030 - Classroom/Lab Management, BARB 2040 - Teaching Skills and Techniques . Corequisite: ALL REQUIRED: BARB 2010 - Introduction and Application to Barber Instruction, BARB 2020 - Program Development, BARB 2030 - Classroom/Lab Management, BARB 2040 - Teaching Skills and Techniques .

BARB 2060 - Barbering Practium II (3)

Provides experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: BARB 2050 - Barbering Practicum I. Corequisite: BARB 2050 - Barbering Practicum I.

BFMT

BFMT 1030 - Fund of Structural Maintenance (4)

Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

BFMT 1050 - Fundamentals of Plumbing (2)

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BIOL

BIOL 1111 - Biology I (3)

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics,

biotechnology, and evolution.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission. Corequisite: BIOL 1111L - Biology Lab I OR BIOL 1111L with a grade of “C” or better.

BIOL 1111L - Biology Lab I (1)

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: Regular Admission. Corequisite: BIOL 1111L - Biology Lab I OR BIOL 1111L with a grade of “C” or better.

BIOL 1112 - Biology II (3)

Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BIOL 1111 - Biology I AND BIOL 1111L - Biology Lab I . Corequisite: BIOL 1112L - Biology Lab II .

BIOL 1112L - Biology Lab II (1)

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: BIOL 1111 - Biology I AND BIOL 1111L - Biology Lab I . Corequisite: BIOL 1112 - Biology II.

BIOL 2113 - Anatomy and Physiology I (3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission. Corequisite: BIOL 2113L - Anatomy and Physiology Lab I OR BIOL 2113L with a grade of “C” or better AND ENGL 1101 - Composition and Rhetoric.

BIOL 2113L - Anatomy and Physiology Lab I (1)

Selected laboratory exercises reinforcing the topics of BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system,and nervous sensory systems. Emphasis is placed on the identification of anatomical structures

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: Regular Admission. Corequisite: BIOL 2113 - Anatomy and Physiology I OR BIOL 2113 with a grade of “C” or better AND ENGL 1101 - Composition and Rhetoric.

BIOL 2114 - Anatomy and Physiology II (3)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system,and reproductive system.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BIOL 2113 - Anatomy and Physiology I with a grade of “C” or better AND BIOL 2113L - Anatomy and Physiology Lab I with a grade of “C” or better. Corequisite: BIOL 2114L - Anatomy and Physiology Lab II OR BIOL 2114L with a grade of “C” or better.

BIOL 2114L - Anatomy and Physiology Lab II (1)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: BIOL 2113 - Anatomy and Physiology I with a grade of “C” or better AND BIOL

2113L - Anatomy and Physiology Lab I with a grade of "C" or better. Corequisite: BIOL 2114 - Anatomy and Physiology II OR BIOL 2114 with a grade of "C" or better.

BIOL 2117 - Introductory Microbiology (3)

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L with a grade of "C" or better. Corequisite: BIOL 2117L - Introductory Microbiology Lab OR BIOL 2117L with a grade of "C" or better.

BIOL 2117L - Introductory Microbiology Lab (1)

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L with a grade of "C" or better. Corequisite: BIOL 2117 - Introductory Microbiology OR BIOL 2117 with a grade of "C" or better.

BUAS

BUAS 1010 - BAS Fundamentals (2)

BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers contractors, industry scope trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.

Lecture Contact Hours: 27. Lab Contact Hours: 9. Total Contact Hours: 36. Prerequisite: Program Instructor Approval. Corequisite: None.

BUSN

BUSN 1015 - Introduction to Healthcare Reimbursement (3)

This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: One Required ALHS 1090 or BUSN 1010 or BUSN 2300 . Corequisite: None.

BUSN 1100 - Introduction to Keyboarding (3)

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on three-minute timings with no more than three errors.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1180 - Computer Graphics and Design (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Introduces how to: design and transmit electronic communications; create graphics on-line; and insert animation and sound to computer-generated charts, graphs, and diagrams.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1190 - Digital Technologies in Business (2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1200 - Machine Transcription (2)

Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area

management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: ENGL 1010 - Fundamentals of English I with a grade of C or better, COMP 1000 - Introduction to Computer Literacy with a grade of C or better, AND BUSN 1440 - Document Production with a grade of C or better. Corequisite: None.

BUSN 1210 - Electronic Calculators (2)

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BUSN 1230 - Legal Terminology (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional admission. Corequisite: None.

BUSN 1240 - Office Procedures (3)

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1250 - Records Management (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Introduces records management concepts for use in any office environment. Topics include: basic records management concepts; alphabetic, numeric, subject, and geographic filing; and records retention, transfer, and disposition of records.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

BUSN 1300 - Introduction to Business (3)

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

BUSN 1310 - Introduction to Business Culture (3)

Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program admission. Corequisite: None.

BUSN 1320 - Business Interaction Skills (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BUSN 1330 - Personal Effectiveness (3)

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

BUSN 1340 - Customer Service Effectiveness (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

BUSN 1400 - Word Processing Applications (4)

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1410 - Spreadsheet Concepts and Applications (4)

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1420 - Database Applications (4)

This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1430 - Desktop Publishing and Presentation Applications (4)

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 1440 - Document Production (4)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management. Before registering, students are required to take a typing test indicating the ability to key at least 25 words per minutes accurately or enroll in BUSN 1100 with a grade of "C" or better. **Click here to take the online typing test: https://www.sctech.edu/programs/busn-1440-typing-test/**

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: BUSN 1100 with a grade of C or better OR the ability to key 25 gross words a minute on three-minute timings with no more than three errors. Corequisite: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.

BUSN 1460 - Keyboarding and Document Formatting (4)

This course introduces and reinforces the touch system of keyboarding; placing emphasis on establishing correct techniques and building speed and accuracy. In addition, this course introduces and applies document formatting skills including production of memos, email messages and

letter from scratch using various styles and special features. Focus includes using correct grammar, spelling, punctuation, capitalization, number expressions, etc.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: COMP 1000-Introduction to Computer Literacy (201712). Corequisite: None.

BUSN 1470 - Professional Communication Skills (3)

This course equips participants with the tools to communicate and interact more effectively in person and in writing. Participants learn how to work in teams to create a collaborative environment for accomplishing goals. This course consists of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. This course incorporates the use of presentation software throughout to support the mission of professional communication skill development.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: COMP 1000-Introduction to Computer Literacy (201712). Corequisite: None.

BUSN 2160 - Electronic Mail Applications (2)

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

BUSN 2170 - Web Page Design (2)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: web site creation, web page development and design, hyperlink creation, test, and repair, integration, web site navigation, and web site management.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program admission, COMP 1000 - Introduction to Computer Literacy with a grade of C or better. Corequisite: None.

BUSN 2190 - Business Document Proofreading and Editing (3)

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ENGL 1010 OR ENGL 1101 with a grade of C or better. Corequisite: BUSN 1440 - Document Production with a grade of C or better.

BUSN 2200 - Office Accounting (4)

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

BUSN 2210 - Applied Office Procedures (3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: BUSN 1240 - Office Procedures with a grade of C or better; BUSN 1400 - Word Processing Applications with a grade of C or better; BUSN 1410 - Spreadsheet Concepts and Applications with a grade of C or better; BUSN 1430 - Desktop Publishing and Presentation Applications with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better. Corequisite: BUSN 2200 or ACCT 1101/ACCT 1100 - Financial Accounting I; BUSN 2190 - Business Document Proofreading and Editing.

BUSN 2220 - Legal Administrative Procedure (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: BUSN 1230 - Legal Terminology with a grade of C or better. Corequisite: BUSN 1440 - Document Production with a grade of C or better.

BUSN 2240 - Business Administrative Assistant Internship I (4)

(Elective course not offered but could be transferred into the Business Admin. Technology program.) Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last term-requisites. Corequisite: None.

BUSN 2250 - Business Administrative Assistant Internship II (6)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last term. Corequisite: None.

BUSN 2300 - Medical Terminology (2)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

BUSN 2320 - Medical Document Processing/Transcription (4)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310 with a grade of C or better; ENGL 1010 with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better. Corequisite: None.

BUSN 2330 - Adv Medical Document Processing/Transcription (4)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: BUSN 2320 - Medical Document Processing/Transcription with a grade of C or better. Corequisite: None.

BUSN 2340 - Medical Admin Procedures (4)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011, COMP 1000 with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better. Corequisite: None.

BUSN 2350 - Computerized Medical Office Skills (2)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include: electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310 with a grade of C or better; COMP 1000 - Introduction to Computer Literacy with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better. Corequisite: None.

BUSN 2360 - Acute Care Medical Transcription (4)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Development of a high level of speed and accuracy in the transcription of medical reports in an acute care setting. Topics include: equipment and supplies maintenance and usage, work area management, pronunciation, spelling, definitions, punctuation, typing speed and accuracy, and resource utilization.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: ALHS 1010 or ALHS 1011 or BUSN 2310 and ALHS 1090 or BUSN 2300 with a grade of C or better; BUSN 2320 - Medical Document Processing/Transcription with a grade of C or better; ENGL 1010 - Fundamentals of English I with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better. Corequisite: None.

BUSN 2370 - Healthcare Coding (3)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 with a grade of C or better. Corequisite: None.

BUSN 2375 - Healthcare Coding (3)

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: BUSN 1010 only OR either BUSN 2300 or ALHS 1090 and one of BUSN 2310, ALHS 1100, or ALHS 1011.. Corequisite: None.

BUSN 2380 - Medical Administrative Assistant Internship I (4)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last semester courses. Corequisite: None.

BUSN 2390 - Medical Administrative Assistant Internship II (6)

(Elective course not offered but could be transferred into the Business Administrative Technology program.) Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last term. Corequisite: None.

BUSN 2440 - Healthcare Leadership and Professional Effectiveness (3)

Emphasizes essential skills required for leadership and professional success in healthcare organizations. Introduces the functions, practices, and advanced interpersonal relationships, critical thinking, and problem solving. Provides the student with knowledge and the essentials of professional leadership behaviors. Topics include: introduction to the supervisory role, the volatile healthcare environment, the dual nature of supervisory roles, basic functions of management, delegation, empowerment, self-management, interviewing, recruitment, professionalism, decision making managing change, professional meetings, quality, productivity, teams, and continuing education.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: BUSN 2340.

BUSN 2800 - Practice Management Fundamentals (3)

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Topics include: introduction to healthcare management, management and motivation, organizational behavior, strategic planning, healthcare marketing, quality improvement basics, information technology, managing costs and revenues, managing healthcare professionals, addressing health disparities, and healthcare fraud and abuse.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BUSN 2340. Corequisite: None.

BUSN 2810 - Healthcare Compliance (3)

This course covers how healthcare law and related regulations are formulated, and the impact of those laws on payers, providers, patients, and healthcare businesses. Emphasis is placed on legal compliance in the healthcare industry. Topics covered included in-depth coverage and analysis of implementation of the healthcare reform law, fraud and abuse laws, anti-kickback, false claims, Stark anti-referral provisions, Medicare and Medicaid, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HITECH Act and related regulations, the Emergency Medical Treatment and Active Labor Act (EMTALA).

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090. ENGL 1010 or 1101 or ENGL 1005. Corequisite: None.

BUSN 2820 - Healthcare Practice Law and Ethics (3)

Introduces the complex ethical, moral, and legal issues involved in providing healthcare services. Emphasis is placed on legal requirements of medical practices, professional relationships, professional liabilities, and medical practice liability. Provides the student with a working knowledge of current healthcare law and accepted ethical behavior.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011, and MAST 1120. ENGL 1010 or 1101 or ENG 1005. BUSN 1000 or COMP 1000..

Corequisite: None.

BUSN 2830 - Healthcare Delivery Systems (3)

Provides students with a comprehensive overview of healthcare delivery systems and the economic, historic, political, and ethical issues that influence the accessibility, expense, and quality of healthcare services. Introduces provider organization and structure in a healthcare setting, healthcare funding, and rules, regulations, and governing bodies that monitor and protect the usage of health care systems in the United States.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011. BUSN 1000 or COMP 1000. BUSN 1010 only or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011. BUSN 1000 or COMP 1000.. Corequisite: None.

CARP

CARP 1000 - Fundamental Carpentry Skills (3)

Fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CARP 1015 - Structural Framing I (3)

Structural Framing describes the layout and construction procedures for floor, wall, ceiling, and roof systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND COFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1020 - Structural Framing II (3)

Structural Framing II completes the "rough-in" phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND COFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1025 - Intermediate Carpentry Techniques (5)

Intermediate Carpentry Techniques completes the "rough-in" phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND COFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1030 - Materials (2)

Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: fasteners, wood products, finishing materials, and manufactured products.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

CARP 1035 - Advanced Carpentry I (5)

Advanced Carpentry I continues the progression of carpentry skills to include specialty skills including drywall installation and finishing, suspended ceilings, door and drawer hardware, interior finish trim procedures, and cabinet installation.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND OFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1055 - Advanced Carpentry II (4)

Advanced Carpentry II contains the culmination of skills needed to be a journeyman carpenter. Topics in this course include advanced roof and wall systems, advanced stair systems, and crew leader skills.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND OFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1056 - Advanced Commercial Carpentry (4)

Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial

carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CARP 1000 - Fundamental Carpentry Skills AND OFC 1080 - Construction Trades Core. Corequisite: None.

CARP 1070 - Site Layout Footings and Foundations (3)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder*s level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CARP 1105 - Floor Wall and Stair Framing (4)

This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CARP 1110 - Ceiling and Roof Framing (4)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CARP 1112 - Exterior Finishes and Roof Coverings (4)

Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CARP 1114 - Interior Finishes I (4)

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CARP 1190 - Advanced Residential Finishes and Decks (3)

This course discusses finishing and trim techniques for residential floors, fireplaces, stairs, and decks. Emphasis will be placed on identification, estimation and installation of various types of finish materials and coverings. The course also introduces locating and installing cabinets and millwork.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CARP 1210 - Cornice and Soffit (1)

Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

CARP 1260 - Stairs (4)

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

CARP 1310 - Doors and Door Hardware (2)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for

commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing (4)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CARP 1340 - Carpentry Internship - Practicum (4)

The Commercial Carpentry Internship/Practicum course allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical project in a lab setting if internship opportunities are not available.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Instructor Approval. Corequisite: None.

CAVT

CAVT 1002 - Medical Physics (2)

In this course the student is introduced to theory of medical instrumentation and physics found in the cardiovascular sciences. Performance of laboratory procedure is used to reinforce understanding of biomedical applications of equipment and uses as well as proper technique in safety. Topics include: electrical circuit theory, hospital equipment safety and medical instruments and equipment.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

CAVT 1020 - Cadiac Catherterization I (4)

This course includes an intensive study of the role of the Cardiovascular Technology student in the various diagnostic invasive cardiac catheterization procedures such as right and left heart procedures, temporary pacemakers, Swan-Ganz catheters, and coronary angioplasty. This includes identification of angiographic images and data as well as basic interventional techniques. Topics include: introduction to cardiac catheterization, medical legal ethics in the cardiac catheterization lab, angioplastic data, hemodynamic principles, special techniques in cardiac catheterization, and interventional techniques. Additional topics include emergency life support, cardiac pharmacology, and cardiac pathology and advance cardiac life support.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: Program Admission. Corequisite: None.

CAVT 1021 - Cardiac Catheterization Clinical I (Introduction to the Clinical Environment) (3)

Clinical prep will provide hands-on experience and will serve as an introduction to the competencies, rotations, and expectations of the student while in the cardiac catheterization lab in a student capacity. Topics include: ethical and legal behavior in the catheterization laboratory, environmental safety in the catheterization laboratory, clinical orientation, monitoring skills, and basic life support. The student will perform and complete various competencies to prepare for the clinical experience in each rotation.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: None. Corequisite: CAVT 1020 - Cardiac Catheterization I AND CAVT 1080 - Advanced Hemodynamics and Cardiac Physiology.

CAVT 1030 - Electrophysiology and Cardiac Anatomy (3)

Introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, physical heart defects, electrocardiograph, preparation for various electrocardiographic examinations, physical principles and pathophysiology of heart sounds, exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs. Laboratory experiences will be provided.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

CAVT 1080 - Advanced Hemodynamics and Cardiac Physiology (3)

The student is introduced to various forms of invasive monitoring. Various forms of invasive access are studied, including right and left heart catherization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Also provinces an overview of cardiovascular physiology and pathophysiology. Topics include: hemodynamics, aseptic technique, infection control, biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: CAVT 1030 - Electrophysiology and Cardiac Anatomy with a grade of "C" or better. Corequisite: None.

CAVT 1090 - Drug Calculations and Administration (2)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

CAVT 1100 - Cardiac Catheterization Fundamentals (3)

Provides an overview of cardiovascular invasive diagnosis and therapy. Includes an introduction of the cardiac catheterization lab. Topics include: x-ray therapy, safety, positioning, coronary arteriography, pharmacology, invasive cardiac measurements and calculations, and specialty procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: Program Admission.

CAVT 2020 - Cardiac Catheterization 2 (4)

An intensive study of the role of the CV Technologist in the various invasive Cardiac Catheterization procedures such as: Right and Left heart catheterization, temporary pacemakers, Swan-Ganz, and coronary angioplasty. Topic include: general principles of acid-base and blood gas collection, interpretation and analogies, cardiac surgery and peripheral vascular disease, basic principles of electrophysiology and pacemaker technology, congenital heart disease and corrective surgeries, and basic hemodynamic review. Lab experience will be provided.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: CAVT 1020 - Cardiac Catheterization I with a grade of "C" or better AND CAVT 1021 - Cardiac Catheterization Clinical I (Introduction to the Clinical Environment) with a grade of "C" or better. Corequisite: CAVT 2030 - Cardiac Catheterization Clinical II.

CAVT 2030 - Cardiac Catheterization Clinical 2 (6)

Provides hands-on experience in performing invasive cardiac catheterization procedures while being monitored by a registered preceptor. Topics include: policies and procedures class, ethical and legal behavior in the catheterization laboratory, scrubbing skills, monitoring skills, circulating skills, and advanced cardiac life support (ACLS) certification.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: CAVT 1020 - Cardiac Catheterization I with a grade of "C" or better AND CAVT 1021 - Cardiac Catheterization Clinical I (Introduction to the Clinical Environment) with a grade of "C" or better. Corequisite: CAVT 2020 - Cardiac Catheterization II.

CAVT 2050 - Cardiac Catheterization Clinical 3 (11)

The course provides a culminating clinical experience which allows students to analyze information and procedural instruction provided throughout the program. Offers an intensive study of the hands-on experience in role of the cardiac catheterization technologists in advanced cardiovascular procedures related to the catheterization lab while being monitored by a registered preceptor with emphasis on continuing to develop skills in scrubbing, monitoring and circulating during diagnostic and interventional procedures. Topics include: professional conduct, infection control, scrubbing skills, monitoring skills and circulation skills.

Lecture Contact Hours: 0. Lab Contact Hours: 495. Total Contact Hours: 495. Prerequisite: Program Admission. Corequisite: None.

CAVT 2070 - Cardiac Catheterization Registry Review I (2)

An intensive review to prepare the student for the national examination. Topics include: cardiovascular anatomy and physiology, cardiovascular disease and pathophysiology, hemodynamic data, diagnostic techniques and patient care

assessments.

Lecture Contact Hours: 0. Lab Contact Hours: 60. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

CCMN

CCMN 1050 - Commercial Building Code (2)

This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

CCMN 1030 - Construction Graphics (3)

This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60.

CCMN 1060 - Construction Estimating I (4)

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: CCMN 1030 - Construction Graphics . Corequisite: None.

CCMN 2010 - Construction Law (3)

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CCMN 2020 - Construction Scheduling (4)

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time-scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CETC

CETC 1111 - Fundamentals of Hydrology (4)

Understand the fundamental principles and practices of hydrology and hydraulics in stormwater design.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: PHYS 1111 - Introductory Physics I with a grade of "C" or better. Corequisite: None.

CETC 1112 - Fundamentals of Soil Mechanics (3)

This course will include topics to predict and classify soil behavior. Topics to include soil origin and nature; soil density, gradation, and compaction; soil water content and reaction to frost; stress distribution in soil, soil shear strength, and pile bearing strength. Lab instruction is based on ASTM and AASHTO specification as they are used to classify and predict soil behavior.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: MEGT 2080 - Strength of Materials with a grade of "C" or better. Corequisite: None.

CETC 1113 - Engineering Economics (2)

Applications of the mathematics of finance used in engineering decision making by utilizing criteria employed in selecting the best alternative; making short-term and long-term decisions; determining which engineering projects should have a higher priority; comparing different ways to finance purchases and project; quantitatively assessing the costs of completing capital projects.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission.

CETC 1114 - Intermediate Computer Aided Design (4)

Computer aided design with COGO overlay programs.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: DFTG 1101 - CAD Fundamentals with a grade of "C" or better. Corequisite: None.

CETC 1115 - Advanced Computer Aided Design (4)

Using Computer Aided Design with COGO overlay programs.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: CETC 1114 - Intermediate Computer Aided Design with a grade of "C" or better. Corequisite: None.

CETC 1116 - Surveying II (4)

Continues developing surveying concepts and skills with emphasis on advanced surveying technology and techniques. Topics include: area calculation, boundary surveys, EDM equipment utilization, differential leveling, Photogrammetry, and topographical planning.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: DRFT 2050 - Surveying I with a grade of "C" or better. Corequisite: None.

CETC 1117 - Fundamentals of Road Design (3)

The course will provide an introduction to the planning, design, construction methods, and characteristics of highways and city streets including layout, traffic requirements, safety and control, drainage, sub-grade structure, base courses, and surface pavements. Topics include: geometric design, traffic volume, channelization, and hydrology.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CETC 1111.820 - Fundamentals of Hydrology with a grade of "C" or better. Corequisite: None.

CETC 1118 - Fundamentals of Road Design (3)

Introduction of lab practices in measuring the properties of construction materials including: soil, concrete, steel, asphalt, wood. Tests will be based on ASTM standards.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: MEGT 2080 - Strength of Materials with a grade of "C" or better. Corequisite: None.

CETC 1119 - Surveying with Global Positioning Systems (3)

Provides an introduction to the theories, principles and practice of Global Positioning Systems as used surveying.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: CETC 1116.820 - Surveying II with a grade of "C" or better. Corequisite: None.

CETC 1120 - Evidence and Procedures for Boundary Locations (4)

This course will describe boundary and topographical surveys of public lands.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: CETC 1116.820 - Surveying II with a grade of "C" or better. Corequisite: None.

CETC 1121 - Hydraulics and Fluid Mechanics (3)

Understand the fundamental principles and practices of hydraulics and fluid mechanics in water and wastewater systems.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: PHYS 1111 - Introductory Physics I with a grade of "C" or better. Corequisite: None.

CHEF

CHEF 1000 - Fundamentals of Culinary Arts (3)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CHEF 1110 - Culinary Safety and Sanitation (3)

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CHEF 1120 - Principles of Cooking (6)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work

Lecture Contact Hours: 30. Lab Contact Hours: 150. Total Contact Hours: 180. Prerequisite: CHEF 1110 - Culinary Safety and Sanitation (202412L). Corequisite: CHEF 1110 - Culinary Safety and Sanitation (202412L).

CHEF 1122 - Foundations of Cooking Principles (3)

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, introduction to basic production mise en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations, small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, introduction methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: CUUL 1000 - Fundamentals of Culinary Arts (201003L) CUUL 1110 - Culinary Safety and Sanitation (201216L).

CHEF 1124 - Foundations of Cooking (3)

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations student experimentation and parallels class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: CUUL 1000 - Fundamentals of Culinary Arts (201003L) CUUL 1110 - Culinary Safety and Sanitation (201216L) CUUL 1122 - Foundations of Cooking Principles (201612L).

CHEF 1140 - Principles of Culinary Leadership (3)

Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring,and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CHEF 1170 - Introduction to Culinary Nutrition (3)

This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

CHEF 1500 - Baking Principles I (5)

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory

demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

CHEF 1510 - Menu Development (2)

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: CUUL 1120 - Principles of Cooking (201003L). Corequisite: None.

CHEF 1530 - Fundamentals of Restaurant Operations (5)

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

Lecture Contact Hours: 45. Lab Contact Hours: 75. Total Contact Hours: 120. Prerequisite: CHEF 1120 - Principles of Cooking (202412L) CUUL 1120 - Principles of Cooking (201003L). Corequisite: None.

CHEF 2001 - Baking Principles II (3)

The course provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Lecture Contact Hours: 0. Lab Contact Hours: 105. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

CHEF 2010 - Garde Manger (4)

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: CHEF 1120 - Principles of Cooking (202412L) CUUL 1120 - Principles of Cooking (201003L). Corequisite: None.

CHEF 2020 - International Cuisine (3)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CHEF 2030 - Contemporary Cuisine (4)

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: CHEF 1220 - Baking Principles (202412) CHEF 1320 - Garde Manger (202412L) CUUL 1220 - Baking Principles (201003L) CUUL 1320 - Garde Manger (201003L). Corequisite: None.

CHEF 2100 - Culinary Practicum (6)

This course familiarizes students with the principles and methods of sound decision making in the hospitality

industry and provides them with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise, catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

Lecture Contact Hours: 15. Lab Contact Hours: 225. Total Contact Hours: 240. Prerequisite: CHEF 1500 - Baking Principles I (202512L) CHEF 2010 - Garde Manger (202512L). Corequisite: None.

CHEF 2101 - Culinary Internship I (3)

This course familiarizes students with the principles and methods of sound decision making in the hospitality industry and provides them with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise, catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: CHEF 1500 - Baking Principles I (202512L) CHEF 2010 - Garde Manger (202512L). Corequisite: None.

CHEF 2250 - Advanced Baking Principles (6)

Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

Lecture Contact Hours: 30. Lab Contact Hours: 150. Total Contact Hours: 180. Prerequisite: CUUL 1220 - Baking Principles (201216L). Corequisite: None.

CHEM

CHEM 1151 - Survey of Inorganic Chemistry (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 1111 - College Algebra with a grade of “C” or better OR MATH 1101 - Mathematical Modeling with a grade of “C” or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of “C” or better. Corequisite: CHEM 1151L - Survey of Inorganic Chemistry Lab.

CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: MATH 1111 - College Algebra with a grade of “C” or better OR MATH 1101 - Mathematical Modeling with a grade of “C” or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of “C” or better. Corequisite: CHEM 1151 - Survey of Inorganic Chemistry.

CHEM 1211 - Chemistry I (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 1111 - College Algebra with a grade of “C” or better OR MATH 1101 - Mathematical Modeling with a grade of “C” or better OR

MATH 1103 - Quantitative Skills and Reasoning with a grade of “C” or better. Corequisite: CHEM 1211L - Chemistry Lab I OR CHEM 1211L with a grade of “C” or better.

CHEM 1211L - Chemistry Lab I (1)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: MATH 1111 - College Algebra with a grade of “C” or better OR MATH 1101 - Mathematical Modeling with a grade of “C” or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of “C” or better. Corequisite: CHEM 1211 - Chemistry I OR CHEM 1211L with a grade of “C” or better.

CIST

CIST 1001 - Computer Concepts (4)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CIST 1101 - Working with Microsoft Windows (3)

Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CIST 1102 - Keyboarding (3)

CIST1102 introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 GWAM (gross words a minute).

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CIST 1121 - Microcomputer Troubleshooting (4)

Emphasizes the use of system theory and diagnostic routines to isolate failures, replace the defective module or subsystem, and verify proper operations. Topics include: basic system theory, operating systems use, diagnostic programs, subsystem isolation, upgrading systems, preventive maintenance, and service reports preparation.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 1122 - Hardware Installation and Maintenance (4)

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

CIST 1130 - Operating Systems Concepts (3)

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting,

diagnostics, and maintenance of operating systems; and networking.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CIST 1200 - Database Management (4)

Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CIST 1210 - Introduction to Oracle Databases (4)

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1001 - Computer Concepts with a grade of “C” or better. Corequisite: None.

CIST 1220 - Structured Query Language (SQL) (4)

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of “C” or better, CIST 1001 - Computer Concepts with a grade of “C” or better, and CIST 1200 - Database Management with a grade of “C” or better. Corequisite: None.

CIST 1305 - Program Design and Development (3)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1306 - Programming Foundations - Swift (4)

Learn key computing concepts, building a solid foundation in programming with Swift. Learn about the impact of computing and apps on society, economies, and cultures while exploring iOS app development, including the app design process: brainstorming, planning, prototyping, and evaluating an app design of their own.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1401 - Computer Networking Fundamentals (4)

Introduces networking technologies and prepares students to take the CompTIA*s broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 1510 - Web Development I (4)

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1520 - Scripting Technologies (3)

In CIST 1520 Scripting Technologies students learn how to use the features and structure of a client side scripting language. Students will also explore the features on server side scripting. Students will develop professional web applications that include special effects, interactive,

dynamic, validated, and secure forms.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

CIST 1530 - Web Graphics I (3)

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techiques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1540 - Web Animation I (3)

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1550 - Web Vector Graphics (3)

A study and use of vector graphics for production. Skill development in the use of the tools and transformation options of Adobe Illustrator to create complex vector illustrations for print and web-based media. Mastery in manipulation of both text and graphics and the correct use and management of different color modes. Course includes a final project that allows students to develop a web page/site using the chosen software.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1560 - Web Graphics for Print (3)

A study and application of design with multiple layouts in a single document, exporting PDFs, linking between documents and alternate layouts, and moving page elements between layouts for production. Skill development in the use of the tools and transformation options of Adobe In Design to create complex layouts for print and web-based media. Mastery in manipulation of both text and graphics and the correct use and management of different color modes. Course includes a final project that allows students to develop a web page/site using the chosen software.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1601 - Information Security Fund (3)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CIST 1602 - Security Policies and Procedures (3)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CIST 2120 - Supporting Application Software (4)

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: COMP 1000 - Introduction to Computer Literacy. Corequisite: None.

CIST 2122 - A+ Preparation (3)

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide

students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: CIST 1122 - Hardware Installation and Maintenance with a grade of "C" or better. Corequisite: None.

CIST 2130 - Desktop Support Concepts (4)

This course is designed to give an overview to Desktop Support Management.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CIST 2212 - Oracle Database Administration I (4)

This course enables the database student to implement and administer Oracle databases. Topics include: oracle logical architecture and administration tools, Oracle physical architecture and data dictionary views, performance monitoring and database security.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1210 - Introduction to Oracle Databases OR CIST 1220 - Structured Query Language (SQL) . Corequisite: None.

CIST 2214 - Oracle Database Administration II (4)

This course introduces participants to the critical task of planning and implementing database backup and recovery strategies. Topics include Backup and Recovery, Resource Management and Performance tuning, Globalization Support, and Diagnostic Tools.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2212 - Oracle Database Administration I . Corequisite: None.

CIST 2216 - Oracle Advanced Topics (4)

This course enables the database student to integrate database content and theory. The student will use Oracle application development tools and utilities to create and manage realistic database development projects. Topics include SQL and PL/SQL, Oracle Forms, Database Reports and Integrated Database Applications.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1210 - Introduction to Oracle Databases OR CIST 1220 - Structured Query Language (SQL) . Corequisite: None.

CIST 2222 - Administering Microsoft SQL Server (4)

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1220 - Structured Query Language with a grade of "C" or better and CIST 2414 - Microsoft Server Identity Services with a grade of "C" or better. Corequisite: None.

CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server (4)

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1220 - Structured Query Language (SQL) with a grade of "C" or better. Corequisite: None.

CIST 2301 - Application Development in Swift I (4)

Build fundamental iOS app development skills with Swift. Master the core concepts and practices that professional programmers use daily and build a basic fluency in Xcode source and UI editors. Create iOS apps that adhere to standard practices, including the use of stock UI elements, layout techniques, and common navigation interfaces. Explore app design by brainstorming, planning, prototyping, and evaluating an application.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CIST 1306 - Program Design and Development with a grade of "C" or better. Corequisite: None.

CIST 2302 - Application Development in Swift II (6)

Expand on the knowledge and skills they developed in

Develop in Swift Fundamentals by extending work in iOS app development, creating more complex and capable apps. Work with data from a server and explore new iOS APIs that allow for much richer app experiences including displaying large collections of data in multiple formats. Build an app in Xcode from the ground up with step-by-step instructions.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2301 - Program Design and Development with a grade of "C" or better. Corequisite: None.

CIST 2311 - Visual Basic I (4)

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsofts Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development with a grade of "C" or better. Corequisite: None.

CIST 2312 - Visual Basic II (4)

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development with a grade of "C" or better, CIST 2311 - Visual Basic I with a grade of "C" or better. Corequisite: None.

CIST 2341 - C# Programming I (4)

This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development. Corequisite: None.

CIST 2342 - C# Programming II (4)

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 2341 - C# Programming I. Corequisite: None.

CIST 2351 - PHP Programming I (4)

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development AND CIST 1510 - Web Development I with a grade of "C" or better. Corequisite: None.

CIST 2352 - PHP Programming II (4)

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 2351 - PHP Programming I with a grade of “C” or better. Corequisite: None.

CIST 2361 - C++ Programming I (4)

Provides opportunity to gain a working knowledge of **C++** programming. Includes creating, editing, executing, and debugging **C++** programs of moderate difficulty. Topics include: basic **C++** concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development with a grade of “C” or better. Corequisite: None.

CIST 2362 - C++ Programming II (4)

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 2361 - C++ Programming I with a grade of “C” or better. Corequisite: None.

CIST 2371 - Java Programming I (4)

This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student*s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 1305 - Program Design and Development with a grade of “C” or better. Corequisite: None.

CIST 2372 - Java Programming II (4)

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 2371 - Java Programming I with a grade of “C” or better. Corequisite: None.

CIST 2381 - Mobile Application Development (4)

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1305 - Program Design and Development with a grade of “C” or better. Corequisite: None.

CIST 2382 - Mobile Application Development II (4)

This course provides an opportunity to develop a working knowledge of mobile programming that Includes creating, editing, executing, and debugging mobile applications. Students learn how to use mobile development technologies and toolkits to develop mobile applications.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CIST 2381 AND one programming course required: CIST 2361 - C++ Programming I, CIST 2311 - Visual Basic I, CIST 2351 - PHP Programming I, OR CIST 2371 - Java Programming I with a grade of “C” or better. Corequisite: None.

CIST 2411 - Microsoft Client (4)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission.

Corequisite: None.

CIST 2412 - Microsoft Server Installation and Maintenance (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 2413 - Microsoft Server Networking (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 2414 - Windows Server Identity Services (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 2420 - Microsoft Exchange Server (4)

Provides students with the knowledge and skills necessary to install,configure, manage, support and administer Microsoft Exchange Server.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2413 - Microsoft Server Infrastructure AND CIST 2414 - Microsoft Server Administrator . Corequisite: None.

CIST 2431 - UNIX/Linux Introduction (4)

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1001 - Computer Concepts with a grade of “C” or better AND COMP 1000 - Introduction to Computer Literacy with a grade of “C” or better. Corequisite: None.

CIST 2432 - UNIX/Linux Server (4)

This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2431 - UNIX/Linux Introduction with a grade of “C” or better. Corequisite: None.

CIST 2433 - UNIX/Linux Advanced Server (4)

This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: CIST 2432 - UNIX/Linux Server.

CIST 2434 - UNIX/Linux Scripting (4)

Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables,

running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2433 - UNIX/Linux Introduction with a grade of "C" or better. Corequisite: None.

CIST 2441 - Cisco Networking for Home and Small Businesses (4)

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP (4)

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2441 - Cisco Networking for Home and Small Businesses . Corequisite: None.

CIST 2443 - Cisco Routing and Switching (4)

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2441 - Cisco Networking for Home and Small Businesses . Corequisite: None.

CIST 2444 - Cisco Designing and Supporting Computer Networks (4)

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP AND CIST 2443 - Cisco Routing and Switching . Corequisite: None.

CIST 2451 - Introduction to Networks - CISCO (4)

This course introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

CIST 2452 - Cisco Switching, Routing and Wireless Essentials (4)

This course focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks

(WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2451 - Introduction to Networks - CISCO with a grade of "C" or better. Corequisite: None.

CIST 2453 - Enterprise Networking, Security, and Automation (4)

This course describes the architectures and considerations related to designing, securing, operating,and troubleshooting enterprise networks. Major topics are wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. The course also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2452 - Cisco Switching, Routing and Wireless Essentials with a grade of "C" or better. Corequisite: None.

CIST 2454 - Cisco Connecting Networks (4)

This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, and network troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2452 - Cisco Routing and Switching Essentials with a grade of "C" or better. Corequisite: None.

CIST 2471 - CCNP ROUTE: Implementing IP Routing (4)

Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutionsusing a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2454 - Cisco Connecting Networks with a grade of "C" or better or CCNA Certification. Corequisite: None.

CIST 2472 - CCNP SWITCH: Implementing IP Switching (4)

Teaches students how to implement, monitor, maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure intergration of VLANS, WLANS, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2454 - Cisco Connecting Networks with a grade of "C" or better or CCNA Certification. Corequisite: None.

CIST 2473 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks (4)

Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintance as well as support and troubleshooting using technology-based process and best practices based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2471 - CCNP ROUTE: Implementing IP Routing with a grade of "C" or better and CIST 2472 - CCNP SWITCH: Implementing IP Switching with a grade of "C" or better. Corequisite: None.

CIST 2510 - Web Technologies (3)

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

CIST 2531 - Web Graphics II (3)

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CIST 1530 - Web Graphics I with a grade of "C" or better. Corequisite: None.

CIST 2541 - Web Animation II (3)

In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CIST 1540 - Web Animation I with a grade of "C" or better. Corequisite: None.

CIST 2550 - Web Development II (3)

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: CIST 1510 - Web Development I with a grade of "C" or better, CIST 1520 - Scripting Technologies with a grade of "C" or better, CIST 1220 - Structured Query Language (SQL) with a grade of "C" or better. Corequisite: None.

CIST 2560 - Web Application Programming I (4)

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1305 - Program Design and Development with a grade of "C" or better. Corequisite: None.

CIST 2561 - Web Application Programming II (4)

This course is a continuation of CIST 2560 Web Application Programming I. The student will explores advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards and .NET programming standards to produce dynamic interactive secure web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2560 - Web Application Programming I with a grade of "C" or better. Corequisite: None.

CIST 2570 - Open Source Web Application Programming I (4)

CIST 2570 explores open source W3C programming

standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1305 - Program Design and Development with a grade of "C" or better. Corequisite: None.

CIST 2571 - Open Source Web Application Programming II (4)

This course is a continuation of CIST 2570 Open Source Web Application Programming I. The student will explores advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards standards to produce dynamic interactive secure web applications. Students may use PERL, PHP, Java, Python, or another open source language.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 2570 - Open Source Web Application Programming I. Corequisite: None.

CIST 2580 - Interactive and Social Apps Integration (4)

This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better, CIST 2550 - Web Development II with a grade of "C" or better

Lecture Contact Hours: 41. Lab Contact Hours: 38. Total Contact Hours: 79. Prerequisite: CIST 1305 - Program Design and Development with a grade of "C" or better, CIST 2550 - Web Development II with a grade of "C" or better. Corequisite: None.

CIST 2601 - Implementing Operating Systems Security (4)

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1401 OR CIST 2451 OR CIST 2441 with a grade of "C" or better AND CIST 1601 - Information Security Fundamentals with a grade of "C" or better. Corequisite: None.

CIST 2602 - Network Security (4)

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1401 OR CIST 2451 OR CIST 2441 with a grade of "C" or better AND CIST 1601 - Information Security Fundamentals with a grade of "C" or better. Corequisite: CIST 2611 - Network Defense and Countermeasures with a grade of "C" or better.

CIST 2611 - Network Defense and Countermeasures (4)

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access, managing a firewall, and detecting and preventing network intrusions.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1401 OR CIST 2451 OR CIST 2441 with a grade of "C" or better AND CIST 1601 - Information Security Fundamentals with a grade of "C" or better. Corequisite: CIST 2602 - Network Security with a grade of "C" or better.

CIST 2612 - Computer Forensics (4)

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1122 - Hardware Installation and Maintenance AND CIST 1601 - Information Security Fundamentals . Corequisite: None.

CIST 2613 - Ethical Hacking and Penetration Testing (4)

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: CIST 1601 - Information Security Fundamentals . Corequisite: None.

CIST 2742 - Beginning Python Programming (4)

Provides a study of the Python programming language to solve applications. Topics include: basic coding rules, input/output operations, arithmetic operations, debugging techniques, lists and arrays, sorting, editing input, basic search techniques, game simulations, game design and object-oriented programming (OOP).

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CIST 2801 - Interactive Video Productions I (4)

This course will be the first of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

CIST 2921 - IT Analysis, Design, and Project Management (4)

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

CIST 2931 - Advanced Systems Project (4)

A capstone course providing a realistic business experience for students working in a team to develop a complete systems project in one academic term. Topics include: Project Management, Systems Design and Development, Software Development Methodologies, User Interface Design, File Maintenance Programming, Program Design, Systems Documentation, User Documentation, Presentation, and Demonstration.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Program Instructor Approval. Corequisite: None.

CIST 2950 - Web Systems Project (3)

This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Instructor Approval. Corequisite: None.

CIST 2991 - CIST Internship I (3)

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Instructor Approval. Corequisite: None.

CMTT

CMTT 2010 - Residential Estimating Review (3)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total

Contact Hours: 45. Prerequisite: None. Corequisite: None.

CMTT 2020 - Construction Drafting I (3)

This course provides instruction ini producing residential floor plans and elevations using computer-aided drafting design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better. Corequisite: None.

CMTT 2050 - Residential Code Review (3)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

CMTT 2130 - Computerized Construction Scheduling (3)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better. Corequisite: None.

CMTT 2170 - Construction Contracting (3)

This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

COFC

COFC 1000 - Safety (2)

This course provides a review of general safety rules and practices giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

COFC 1010 - Introduction to Construction (2)

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

COFC 1011 - Overview of Building Construction Practices and Materials (3)

This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

COFC 1020 - Professional Tool Use and Safety (3)

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

COFC 1030 - Materials and Fasteners (2)

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products,concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

COFC 1050 - Construction Print Reading Fundamentals (3)

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

COFC 1080 - Construction Trades Core (4)

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

COLL

COLL 1500 - Student Success (3)

This course may be taken by a student enrolled in any program of study. It can be used as an occupational elective or an additional course. Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

COMM

COMM 1100 - Human Communication (3)

Introduction to the fundamental components of the human communication process. The course provides a basic history of the communication discipline from ancient rhetorical roots through modern social sciences. The course emphasizes selected methods and practices in dyadic, small group, and oral presentational settings. Course content also covers communication models, as well as a survey of a variety of human communication modes and methods, including verbal, nonverbal, small group, interpersonal, mass, organizational, public, and intercultural communication.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

COMP

COMP 1000 - Introduction to Computer Literacy (3)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Lecture Contact Hours: 25. Lab Contact Hours: 40. Total Contact Hours: 65. Prerequisite: Provisional Admission. Corequisite: None.

COSM

COSM 1000 - Introduction to Cosmetology Theory (4)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agencies, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

COSM 1010 - Chemical Texture Services (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1020 - Hair Care and Treatment (3)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1030 - Haircutting (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1040 - Styling (3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1050 - Hair Color (3)

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1060 - Fundamentals of Skin Care (3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1070 - Nail Care and Advanced Techniques (3)

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1000 - Introduction to Cosmetology Theory with a

grade of “C” or better.

COSM 1080 - Physical Hair Services Practicum (3)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better. Corequisite: COSM 1010 - Chemical Texture Services, COSM 1020 - Hair Care and Treatment, COSM 1030 – Haircutting, COSM 1040 – Styling, COSM 1050 - Hair Color, COSM 1060 - Fundamentals of Skin Care, COSM 1070 - Nail Care and Advanced Techniques.

COSM 1090 - Hair Services Practicum I (3)

This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1080 - Physical Hair Services Practicum with a grade of “C” or better.

COSM 1100 - Hair Services Practicum II (3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1090 - Hair Services Practicum I with a grade of “C” or better.

COSM 1110 - Hair Services Practicum III (3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1100 - Hair Services Practicum II with a grade of “C” or better.

COSM 1115 - Hair Services Practicum IV (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: COSM 1110 - Hair Services Practicum III.

COSM 1120 - Salon Management (3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: COSM

1000 - Introduction to Cosmetology Theory with a grade of "C" or better.

COSM 1125 - Skin and Nail Care Practicum (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: COSM 1060 - Fundamentals of Skin Care, AND COSM 1070 - Nail Care and Advanced Techniques.

COSM 1180 - Natural Nail Practicum (3)

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art, reception, dispensary, customer service skills, safety precautions,and federal/state agency compliance.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better, COSM 1070 - Nail Care and Advanced Techniques with a grade of "C" or better. Corequisite: None.

COSM 1190 - Advanced Nail Practicum I (3)

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art, reception, dispensary, customer service skills, safety precaustions, and federal/state agency compliance.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1180 - Natural Nail Practicum with a grade of "C" or better.

COSM 1200 - Advanced Nail Practicum II (3)

This course provides experience necessary for professional development and completion of state board service credit and licensure exam preparation. Emphasis is placed on the display of professional conduct, positive attitudes, and state board theory and state board practical preparation. Topics include manicures, pedicures, advanced nail techniques, customer service skills, safety precautions, federal/state agency compliance, hazardous duty standards act, documentation, and state board preparation for licensure exam.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COSM 1190 – Advanced Nail Practicum I with a grade of "C" or better.

CRJU

CRJU 1010 - Introduction to Criminal Justice (3)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1021 - Private Security (3)

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1030 - Corrections (3)

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation,

parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1040 - Principles of Law Enforcement (3)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1043 - Probation and Parole (3)

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1050 - Police Patrol Operations (3)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1052 - Criminal Justice Administration (3)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1054 - Police Officer Survival (3)

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1056 - Police Traffic Control and Investigation (3)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1062 - Methods of Criminal Investigation (3)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CRJU 1063 - Crime Scene Processing (3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CRJU 1065 - Community-Oriented Policing (3)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1068 - Criminal Law for Criminal Justice (3)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1072 - Introduction to Forensic Science (3)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

CRJU 1074 - Applications in Introductory Forensics (3)

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

CRJU 1075 - Report Writing (3)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2020 - Constitutional Law for Criminal Justice (3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2050 - Criminal Procedure (3)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2060 - Criminology (3)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2070 - Juvenile Justice (3)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2090 - Criminal Justice Practicum (3)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2100 - Criminal Justice Internship/Externship (3)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2110 - Homeland Security (3)

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CRJU 2201 - Criminal Courts (3)

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CSSP

CSSP 1010 - Central Sterile Supply Processing Technician (5)

The Central Sterile Supply Processing Technician (Advanced) TCC program is designed for individuals seeking specialized expertise in sterile supply processing, with a focus on mastering the reprocessing of complex medical instruments, including endoscopes. The curriculum offers an in-depth understanding of infection control, sterilization techniques, and industry standards critical to preventing healthcare-associated infections (HAIs). Students will explore advanced topics within Instrument decontamination and sterilization, High-level disinfection processes,Care and handling of surgical instruments, Reprocessing of flexible endoscopes following national guidelines, quality assurance and regulatory compliance. In addition to classroom instruction, students will participate in hands-on labs and clinical rotations helping students to develop practical skills in equipment handling, sterilization, and proper documentation. Upon completion, graduates will be well-prepared for certification exams and advanced roles in healthcare settings, ensuring patient safety through proper reprocessing of sterile instruments.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

CSSP 1020 - Central Sterile Supply Processing Technician Clinical I (4)

This course complements CSSP 1010: Central Sterile Supply Processing Technician, and together with CSSP 1022: Central Sterile Processing Supply Clinical II, providing the practical hours necessary to meet the national certification examination.

Lecture Contact Hours: 0. Lab Contact Hours: 20. Total Contact Hours: 200. Prerequisite: Program Admission. Corequisite: None.

CSSP 1022 - Central Sterile Supply Processing Technician Clinical II (4)

This course complements CSSP 1010: Central Sterile Supply Processing Technician, and together with CSSP 1020: Central Sterile Processing Supply Clinical I, providing the practical hours necessary to meet the requirements for the national certification examination.

Lecture Contact Hours: 0. Lab Contact Hours: 200. Total Contact Hours: 200. Prerequisite: Program Admission. Corequisite: None.

CSSP 2010 - Endoscope Reprocessing Fundamentals (4)

This course provides an overview of the duties of an Endoscope Reprocessing Technician and develops the fundamental concepts and principles necessary to participate successfully as an entry-level Endoscope Reprocessing Technician. Emphasis will be placed on types of endoscopes, instrumentation and accessories, microbiology, endoscope maintenance and leak testing, inspection and preparation of endoscopes, cleaning and disinfection processes for endoscopes, sterilization processes, types of mechanical disinfectors, infection control techniques, department design, transportation and storage of endoscopes, legal issues and regulatory agencies, professional development and healthcare trends.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission Appropriate Placement Test Score, ENGL 1010 - Fundamentals of English I, MATH 1012 - Foundations of Mathematics. Corequisite: None.

CSSP 2020 - Endoscope Reprocessing Clinical (5)

This course complements CSSP 2010 Endoscope Reprocessing Fundamentals and provides experience with basic skills necessary to the Endoscope Reprocessing Technician. Topics include but are not limited to: endoscope maintenance and leak testing, inspection and preparation of endoscopes, cleaning and disinfection processes, sterilization processes, mechanical disinfection, infection control techniques, transportation and storage of endoscopes.

Lecture Contact Hours: 0. Lab Contact Hours: 225. Total

Contact Hours: 225. Prerequisite: Program Admission, Appropriate Placement Test Score, ENGL 1010 - Fundamentals of English I, MATH 1012 - Foundations of Mathematics. Corequisite: None.

CTDL

CTDL 1010 - Fundamentals of Commercial Driving (3)

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (2)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Lecture Contact Hours: 17. Lab Contact Hours: 29. Total Contact Hours: 46. Prerequisite: None. Corequisite: CTDL 1010 - Fundamentals of Commercial Driving with a grade of “C” or better.

CTDL 1021 - Combination Vehicle Basic Operation and Range Work (3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: CTDL 1010 - Fundamentals of Commercial Driving with a grade of “C” or better.

CTDL 1022 - Commercial Driving Training Internship I (3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a commercial motor vehicle (CMV) through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling as applicable for the vehicle class. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: CTDL 1010 - Fundamentals of Commercial Driving with a grade of “C” or better.

CTDL 1030 - Combination Vehicle Advanced Operations (4)

Advanced Operations develops students* driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

Lecture Contact Hours: 20. Lab Contact Hours: 90. Total Contact Hours: 110. Prerequisite: None. Corequisite: CTDL 1020 - Combination Vehicle Basic Operation and Range Work with a grade of “C” or better.

CTDL 1031 - Combination Vehicle Advanced Operations (3)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: CTDL 1021 - Combination Vehicle Basic Operation and Range Work with a grade of “C” or better.

CTDL 1032 - Commercial Driving Training Internship II (3)

Advanced Operations develops students' driving skills under actual road conditions. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: CTDL 1022 - Commercial Driving Training Internship I with a grade of "C" or better.

CTDL 1035 - Combination Vehicle Advanced Operations/Automatic Restriction (3)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: None. Corequisite: CTDL 1021 - Combination Vehicle Basic Operation and Range Work with a grade of "C" or better.

CTDL 1040 - Commercial Driving Internship (4)

Commercial Driving Internship develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a trailer commercial vehicle safely on public roads through a variety of maneuvers.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: CTDL 1020 - Combination Vehicle Basic Operation and Range Work .

CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation a (2)

This course focuses on familiarizing students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.

Lecture Contact Hours: 16. Lab Contact Hours: 30. Total Contact Hours: 46. Prerequisite: None. Corequisite: CTDL 1010 - Fundamentals of Commercial Driving .

CTDL 1060 - Straight Truck and Passenger Vehicle Advanced Oper (4)

Advanced Operations focuses on developing students* driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.

Lecture Contact Hours: 20. Lab Contact Hours: 90. Total Contact Hours: 110.

CUUL

CUUL 1000 - Fundamentals of Culinary Arts (4)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admissions.

Corequisite: MATH 1012 - Foundations of Mathematics and MATH 0090 - Learning Support Mathematics with a grade of “C” or better.

CUUL 1110 - Culinary Safety and Sanitation (2)

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

CUUL 1120 - Principles of Cooking (6)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 30. Lab Contact Hours: 150. Total Contact Hours: 180. Prerequisite: CUUL 1000 - Fundamentals of Culinary Arts with a grade of “C” or better and CUUL 1110 - Culinary Safety and Sanitation with a grade of “C” or better. Corequisite: CUUL 1000 - Fundamentals of Culinary Arts with a grade of “C” or better and CUUL 1110 - Culinary Safety and Sanitation with a grade of “C” or better.

CUUL 1122 - Foundations of Cooking Principles (3)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, introduction to basic production mise en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations, small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, introduction methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: CUUL 1110; Students must have a grade of "C" or better in order to continue in the program..

CUUL 1124 - Foundations of Cooking Techniques (3)

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations student experimentation and parallels class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Students must have completed CUUL 1110 and CUUL 1122 with a grade of "C"are better in order to register in CUUL 1000 and CUUL 1124 with a grade of “C” or better.. Corequisite: CUUL 1122; Students must have a grade of "C" or better in order to continue in the program..

CUUL 1129 - Fundamentals of Restaurant Operations (4)

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: CUUL 1120 - Principles of Cooking with a grade of “C” or better. Corequisite: None.

CUUL 1220 - Baking Principles (5)

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry

apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Total Contact Hours: 135. Prerequisite: CUUL 1120 - Principles of Cooking with a grade of "C" or better. Corequisite: None.

CUUL 1320 - Garde Manger (4)

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: CUUL 1120 - Principles of Cooking with a grade of "C" or better. Corequisite: None.

CUUL 1370 - Culinary Nutrition and Menu Development (3)

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: CUUL 1120 - Principles of Cooking with a grade of "C" or better. Corequisite: None.

CUUL 2130 - Culinary Practicum and Leadership (6)

This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

Lecture Contact Hours: 15. Lab Contact Hours: 225. Total Contact Hours: 240. Prerequisite: CUUL 1220 - Baking Principles with a grade of "C" or better and CUUL 1320 - Garde Manger with a grade of "C" or better. Corequisite: None.

CUUL 2140 - Advanced Baking and International Cuisine (6)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Lecture Contact Hours: 30. Lab Contact Hours: 150. Total Contact Hours: 180. Prerequisite: CUUL 1220 - Baking Principles with a grade of "C" or better, CUUL 1320 - Garde Manger with a grade of "C" or better and CUUL 2160 - Contemporary Cuisine with a grade of "C" or better. Corequisite: None.

CUUL 2142 - International Cuisine (3)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook

apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: CUUL 1220 - Baking Principles with a grade of "C" or better. Corequisite: None.

CUUL 2160 - Contemporary Cuisine (4)

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: CUUL 1220 - Baking Principles with a grade of "C" or better and CUUL 1320 - Garde Manger with a grade of "C" or better. Corequisite: None.

CUUL 2170 - American Regional Cuisine (3)

This course emphasizes the terms, concepts, and methods central to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: CUUL 1220 - Baking Principles with a grade of "C" or better. Corequisite: None.

CUUL 2190 - Principles of Culinary Leadership (3)

This course familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: CUUL 1000 - Fundamentals of Culinary Arts. Corequisite: CUUL 1000 - Fundamentals of Culinary Arts.

CUUL 2250 - Advanced Baking Principles (6)

Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

Lecture Contact Hours: 30. Lab Contact Hours: 150. Total Contact Hours: 180. Prerequisite: CUUL 1120 - Principles of Cooking with a grade of "C" or better and CUUL 1220 - Baking Principles with a grade of "C" or better. Corequisite: None.

DENA

DENA 1030 - Preventive Dentistry (1)

Introduce students to the area of preventive and public health dentistry. Topics include: patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a pre-req. Pre-requisites Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a pre-req. DENA 1808- Dental Anatomy with a grade of "C" or better and DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better. Corequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a co-req. DENA 1080- Dental Anatomy with a grade "C" or better and DENA 1340- Dental Assisting I: General Chairside with a grade "C" or better..

DENA 1050 - Microbiology and Infection Control (3)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodys defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

DENA 1070 - Oral Pathology and Therapeutics (2)

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

DENA 1080 - Dental Anatomy (4)

Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

DENA 1090 - Dental Assisting National Board Examination Preparation (1)

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: DENA 1350- Dental Assisting II: Dental Specialties and EDDA Skills with a grade "C" or better.. Corequisite: None.

DENA 1340 - Dental Assisting I: General Chairside (6)

Introduces student to ethics and jurisprudence for the dental assistant and to chair-side assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; dental materials; and medical and dental emergencies.

Lecture Contact Hours: 45. Lab Contact Hours: 90. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

DENA 1350 - Dental Assisting II: Dental Specialties and EDDA Skills (7)

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

Lecture Contact Hours: 60. Lab Contact Hours: 90. Total Contact Hours: 150. Prerequisite: DENA 1340 - Dental Assisting I: General Chairside with a grade of “C” or better. Corequisite: None.

DENA 1390 - Dental Radiology (4)

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: DENA 1080 - Dental Anatomy with a grade of “C” or better. Corequisite: None.

DENA 1400 - Dental Practice Management (2)

Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply

and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: DENA 1340 - Dental Assisting I: General Chairside with a grade of “C” or better; Program Admission. Corequisite: None.

DENA 1460 - Dental Practicum I (1)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: DENA 1050 - Microbiology and Infection Control with a grade of “C” or better and DENA 1340 - Dental Assisting I: General Chairside with a grade of “C” or better.. Corequisite: DENA 1340 - Dental Assisting I: General Chairside with a grade of “C” or better..

DENA 1470 - Dental Practicum II (1)

Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a pre-req. DENA 1350 - Dental Assisting II: Dental Specialties and EDDA Skills with a grade "C" or better and DENA 1460 - Dental Practicum I with a grade "C" or better. . Corequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a co-req. DENA 1350 - Dental Assisting II: Dental Specialties and EDDA Skills with a grade "C" or better and DENA 1460 - Dental Practicum I with a grade "C" or better..

DENA 1480 - Dental Practicum III (5)

Practicum continues to focus on demonstrating the progression of chairside assisting with general and specialty procedures. Topics include: general dentistry; specialty procedures; preventive dentistry; expand duties; and radiography techniques.

Lecture Contact Hours: 0. Lab Contact Hours: 225. Total Contact Hours: 225. Prerequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a pre-req. DENA 1390 - Dental Radiology with a grade "C" or better, DENA 1460 - Dental Practicum I with a grade of “C” or better, DENA 1470 - Dental Practicum II with a grade of “C” or better. Corequisite: Contingent to the program layout determined by each college, programs can select one or more of the listed courses as a co-req. DENA 1390 - Dental Radiology with a grade "C" or better, DENA 1460 - Dental Practicum I with a grade of “C” or better, DENA 1470 - Dental Practicum II with a grade of “C” or better.

DFTG

DFTG 1101 - CAD Fundamentals (4)

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: COMP 1000 - Introduction to Computer Literacy with a grade of “C” or better.

DFTG 1103 - Multiview/Basic Dimensioning (4)

Multiview/Basic Dimensioning provides multi-view and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: DFTG 1101 - CAD Fundamentals with a grade of “C” or better. Corequisite: None.

DFTG 1105 - 3D Mechanical Modeling (4)

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 1111 - Fasteners (4)

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data,

identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 1113 - Assembly Drawings (4)

Assembly Drawings provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 1125 - Architectural Fundamentals (4)

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 1127 - Architectural 3D Modeling (4)

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for architectural drafting. The student will develop the skills necessary to create 3D models and presentation/construction drawings.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 2010 - Engineering Graphics (4)

This course covers the fundamental construction materials and their engineering properties. Material properties such as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, materials testing, and material selection and use.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 2020 - Visualization and Graphics (3)

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment is emphasized.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

DFTG 2050 - Surveying I (2)

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

Lecture Contact Hours: 10. Lab Contact Hours: 40. Total Contact Hours: 50. Prerequisite: MATH 1015 - Geometry and Trigonometry with a grade of "C" or better. Corequisite: None.

DFTG 2110 - Print Reading I (2)

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

DFTG 2210 - Print Reading II (2)

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

DIET

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

Lecture Contact Hours: 20. Lab Contact Hours: 60. Total Contact Hours: 80. Prerequisite: Program Admission. Corequisite: None.

DIET 1010 - Diesel Electrical and Electronic Systems (7)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

Lecture Contact Hours: 36. Lab Contact Hours: 173. Total Contact Hours: 209. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety.

DIET 1011 - Diesel Electrical and Electronic Systems I (4)

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis and repair; starting system diagnosis and repair; starting system diagnosis and repair and basic lighting diagnosis and repair.

Lecture Contact Hours: 22. Lab Contact Hours: 94. Total Contact Hours: 116. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety.

DIET 1012 - Diesel Electrical and Electronic Systems II (3)

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

Lecture Contact Hours: 14. Lab Contact Hours: 79. Total Contact Hours: 93. Prerequisite: None. Corequisite: DIET 1011 - Diesel Electrical and Electronic Systems I.

DIET 1020 - Preventive Maintenance (5)

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

Lecture Contact Hours: 44. Lab Contact Hours: 76. Total Contact Hours: 120. Prerequisite: None. Corequisite: Diet 1010 Diesel Electrical and Electronic Systems.

DIET 1030 - Diesel Engines (6)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Lecture Contact Hours: 23. Lab Contact Hours: 172. Total Contact Hours: 195. Prerequisite: None. Corequisite: Diet 1010 Diesel Electrical and Electronic Systems.

DIET 1031 - Diesel Engine Repair (3)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

Lecture Contact Hours: 14. Lab Contact Hours: 79. Total Contact Hours: 93. Prerequisite: None. Corequisite: DIET 1010 - Diesel Electrical and Electronic Systems.

DIET 1032 - Diesel Engine Support Systems (3)

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

Lecture Contact Hours: 9. Lab Contact Hours: 91. Total Contact Hours: 100. Prerequisite: DIET 1031 - Diesel Engine Repair. Corequisite: None.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Lecture Contact Hours: 19. Lab Contact Hours: 70. Total Contact Hours: 89. Prerequisite: None. Corequisite: Diet

1010 Diesel Electrical and Electronic Systems.

DIET 2000 - Truck Steering and Suspension Systems (4)

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Lecture Contact Hours: 33. Lab Contact Hours: 68. Total Contact Hours: 101. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety.

DIET 2001 - Heavy Equipment Hydraulics (6)

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

Lecture Contact Hours: 33. Lab Contact Hours: 134. Total Contact Hours: 167. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety with a grade of "C" or better.

DIET 2002 - Diesel Power Generation-Basic Power Generation Fundamentals (6)

This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

Lecture Contact Hours: 33. Lab Contact Hours: 150. Total Contact Hours: 183. Prerequisite: DIET 1000, DIET 1010 with a grade of "C" or better. Corequisite: None.

DIET 2010 - Truck Brake Systems (4)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Lecture Contact Hours: 15. Lab Contact Hours: 112. Total Contact Hours: 127. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety DIET 1010 - Diesel Electrical and Electronic Systems.

DIET 2011 - Off Road Drivelines (6)

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Lecture Contact Hours: 41. Lab Contact Hours: 121. Total Contact Hours: 162. Prerequisite: None. Corequisite: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety, AND DIET 1010 - Diesel Electrical and Electronic Systems.

DIET 2012 - Diesel Power Generation Controls, Switching, and Auxiliary Systems (6)

This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

Lecture Contact Hours: 33. Lab Contact Hours: 151. Total Contact Hours: 184. Prerequisite: DIET 1010 - Diesel Electrical and Electronic Systems. Corequisite: DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals.

DIET 2020 - Truck Drivetrains (4)

This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

Lecture Contact Hours: 31. Lab Contact Hours: 69. Total Contact Hours: 100. Prerequisite: ALL REQUIRED: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety, DIET 1010 - Diesel Electrical and Electronic Systems . Corequisite: None.

DRFT

DRFT 2050 - Surveying I (2)

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

Lecture Contact Hours: 10. Lab Contact Hours: 40. Total Contact Hours: 50. Prerequisite: MATH 1015 - Geometry and Trigonometry with a grade of "C" or better. Corequisite: None.

ECCE

ECCE 1101 - Introduction to Early Childhood Care and Education (3)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

ECCE 1103 - Child Growth and Development (3)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

ECCE 1105 - Health, Safety and Nutrition (3)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

ECCE 1112 - Curriculum and Assessment (3)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better. Corequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better.

ECCE 1113 - Creative Activities for Children (3)

Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across

the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

ECCE 1121 - Early Childhood Care and Education Practicum (3)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: Requires Advisor’s Approval. ECCE 1101- Introduction to Education with a grade "C" or better, ECCE 1103- Child Growth and Development with a grade "C" or better, and ECCE 1105 - Health, Safety and Nutrition with a grade of “C” or better. Corequisite: Requires Advisor’s Approval. ECCE 1105 - Health, Safety and Nutrition with a grade of “C” or better.

ECCE 2115 - Language and Literacy (3)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better. Corequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better.

ECCE 2116 - Math and Science (3)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better. Corequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better.

ECCE 2201 - Exceptionalities (3)

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ECCE 1103 - Child Growth and Development with a grade of “C” or better. Corequisite: None.

ECCE 2202 - Social Issues and Family Involvement (3)

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission, ECCE 1103- Child Growth and Development with a grade "C" or better. Corequisite: None.

ECCE 2203 - Guidance and Classroom Management (3)

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans. (Student will need a grade of "C" or better to pass.)

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Corequisite: ECCE 1103 - Child Growth and Development with a grade of "C" or better.

ECCE 2245 - Early Childhood Care and Education Internship I (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Advisor Approval, ECCE 1101, ECCE 1103, AND ECCE 1105 with a grade of "C" or better. Corequisite: ECCE 1105.

ECCE 2246 - Early Childhood Care and Education Internship II (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: ECCE 1101 AND ECCE 1103 with a grade of "C" or better. Corequisite: ECCE 1105.

ECCE 2320 - Program Administration and Facility Management (3)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: ECCE 1103- Child Growth and Development with a grade "C" or better.

ECCE 2322 - Personnel Management (3)

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: ECCE 1103-Child Growth and Development with a grade "C" or better.

ECCE 2330 - Infant/Toddler Development (3)

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as

those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: ECCE 1103- Child Growth and Development with a grade "C" or better.

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3)

Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: ECCE 1103: Child Growth and Development with a grade "C" or better.

ECCE 2360 - Classroom Strategies for Exceptional Children (3)

Prepares childcare providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations. (Student will need a grade of “C” or better to pass.)

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ECCE 2201 – Exceptionalities with a grade of “C” or better.

ECCE 2362 - Exploring Your Role in the Exceptional Environment (3)

Prepares childcare providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs. (Student will need a grade of “C” or better to pass.)

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: ECCE 2201 – Exceptionalities with a grade of “C” or better. Corequisite: ECCE 2201 – Exceptionalities with a grade of “C” or better.

ECET

ECET 1101 - Circuit Analysis I (4)

Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependant sources and 2-port parameters. Laboratory work parallels class work.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: None. Corequisite: ENGT 1000 - Introduction to Engineering Technology (201003L).

ECET 1102 - Circuit Analysis I (3)

This course emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: ECET 1102L - Circuit Analysis I Lab (201712L) ENGT 1000 - Introduction to Engineering Technology (201003L) MATH 1111 - College Algebra (201312L).

ECET 1102L - Circuit Analysis I Lab (1)

This course contains selected lab exercises that parallel ECET 1102. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE. Laboratory work emphasizes knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical

laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance and transient analysis.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: None. Corequisite: ECET 1102 - Circuit Analysis I (201712L) ENGT 1000 - Introduction to Engineering Technology (201003L) MATH 1111 - College Algebra (201312L).

ECET 1110 - Digital Systems I (4)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: ENGT 1000 - Introduction to Engineering Technology (201003L). Corequisite: None.

ECET 1111 - Digital Systems I (3)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGT 1000 - Introduction to Engineering Technology (201003L). Corequisite: ECET 1111L - Digital Systems I Lab (201712L).

ECET 1111L - Digital Systems I Lab (1)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ENGT 1000 - Introduction to Engineering Technology (201003L). Corequisite: ECET 1111 - Digital Systems I (201712).

ECET 2102 - Circuit Analysis II (3)

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ECET 1101 - Circuit Analysis I (201003L) MATH 1111 - College Algebra (201003L). Corequisite: ECET 2102L - Circuit Analysis II Lab (201712L).

ECET 2102L - Circuit Analysis II Lab (1)

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ECET 1101 - Circuit Analysis I (201003L) MATH 1111 - College Algebra (201003L). Corequisite: ECET 2102 - Circuit Analysis II (201712L).

ECET 2111 - Digital Systems II (3)

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ECET 1110 - Digital Systems I (201003L). Corequisite: ECET 2111L - Digital Systems II Lab (201712).

ECET 2111L - Digital Systems II Lab (1)

Continues the study of digital systems with emphasis on the study of microcomputers with programming

applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ECET 1110 - Digital Systems I (201003L). Corequisite: ECET 2111 - Digital Systems II (201712).

ECGT

ECGT 1030 - Introduction to Electrocardiography (5)

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: ENGL 1010 OR ENGL 1101 with a grade of "C" or better, PSYC 1010 OR PSYC 1101 with a grade of "C" or better, MATH 1011 OR MATH 1111 with a grade of "C" or better. Corequisite: ALHS 1011 OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of 'C" or better, ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better.

ECGT 1050 - Electrocardiography Practicum (5)

Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Lecture Contact Hours: 0. Lab Contact Hours: 225. Total Contact Hours: 225. Prerequisite: ECGT 1030 - Introduction to Electrocardiography with a grade of "C" or better. Corequisite: None.

ECMT

ECMT 1130 - Basic Lineworker Skills (3)

Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented. This course provides in-depth training and lab activity for pole climbing and all safety aspects of ground and suspended work activities. The course also familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools. Other topics include: electrical and workplace safety and positive work ethics.

Lecture Contact Hours: 18. Lab Contact Hours: 81. Total Contact Hours: 99. Prerequisite: Provisional Admission. Corequisite: None.

ECON

ECON 1101 - Principles of Economics (3)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admissions; Appropriate Placement Test Score. Corequisite: None.

ECON 2105 - Macroeconomics (3)

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission;

Appropriate Placement Test Score. Corequisite: None.

ECON 2106 - Microeconomics (3)

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission; Appropriate Placement Test Score. Corequisite: None.

ELCR

ELCR 1003 - Introduction to Electrical and Electronics Theory (3)

This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor, transistor, semiconductor and integrated circuit applications; and safety practices and procedures.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45.

ELCR 1005 - Soldering Technology (1)

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: Provisional Admission. Corequisite: None.

ELCR 1007 - ELCR (3)

This course introduces Electronics and develops the basic skills necessary to perform work in the Electronics Technology field. Topics include: basic Electronic knowledge, safety practices, basic components, schematic symbols and drawings, anti-static grounding, soldering technology, connector technology, and basic math skills.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60.

ELCR 1010 - Direct Current Circuits (6)

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

Lecture Contact Hours: 75. Lab Contact Hours: 30. Total Contact Hours: 105. Prerequisite: Program Instructor Approval or Program Admission. Corequisite: None.

ELCR 1020 - Alternating Current Circuits (7)

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

Lecture Contact Hours: 75. Lab Contact Hours: 60. Total Contact Hours: 135. Prerequisite: ELCR 1010 - Direct Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 1030 - Solid State Devices (5)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: ELCR 1010 - Direct Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 1040 - Digital and Microprocessor Fundamentals (5)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques,

logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval. Corequisite: None.

ELCR 1060 - Linear Integrated Circuits (3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval. Corequisite: None.

ELCR 1110 - Direct Current Circuits (3)

This course introduces direct current (DC) concepts and applications. Topics include introduction to safety procedures and regulations, electrical laws and principles, cells and batteries, series, parallel, and series-parallel combination circuits, and test equipment.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Corequisite: ELCR 1007 Introduction to Electronics Assembly.

ELCR 1120 - Alternating Current Circuits (3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current. Topics include introduction to safety procedures and regulations, magnetism, AC wave generation, inductance and capacitance, transformer application, and test equipment.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Corequisite: ELCR 1110-Direct Current Circuits.

ELCR 1140 - Digital Fundamentals (4)

This course is designed to provide coverage of the fundamentals of digital electronics. Topics include: safety practices, digital basics, number systems, logic gates and truth tables, combining logic gates, logic families, displays, flip-flops, counters and shift registers, digital systems, and interfacing with analog devices.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75.

ELCR 1240 - Industrial Electronics Survey (3)

Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include: process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ELCR 1280 - Introduction to Embedded Systems (3)

This course is designed to provide introduction coverage of Embedded Systems. An embedded system can be definedas a control system or computer system designed to perform a specific task. Emphasis is placed on the physical characteristics and uses of embedded systems. Topics include basic microcontroller, introduction to embedded system software, programming tools, sensors, actuators, basic control system, and embedded systems applications.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Instructor Approval. Corequisite: None.

ELCR 1800 - Electrical Lineworker Organization Principles (3)

This course provides a comprehensive summary of lineworker requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ELCR 1820 - Electrical Lineworker Workplace Skills (2)

This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

ELCR 1840 - Electrical Lineworker Automation Skills (2)

This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

ELCR 1860 - Electrical Lineworker Occupational Skills (5)

This course provides an introduction to the basic skills necessary for an electrical lineworker. Topics include an understanding of ratios and proportions, blueprint reading, CSL training and testing, lineman simulations, and observation based instruction.

Lecture Contact Hours: 30. Lab Contact Hours: 135. Total Contact Hours: 165. Prerequisite: Program Admission. Corequisite: None.

ELCR 2110 - Process Control (3)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2115 - Process Control (4)

This course provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include industrial safety, instrument tags, process documentation, basic control theory, sensing pressure, flow, level, and temperature, instrument calibration, and loop tuning.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

ELCR 2120 - Motor Controls (3)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2125 - Motor Controls (4)

This course introduces the application of motor controls in the industrial environment. Topics include: industrial safety, motor theory and operating principles, principles of motor control devices, symbols and schematic diagrams, magnetic starters and braking, NEMA standards, Article 430 NEC, and preventative maintenance and troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

ELCR 2130 - Programmable Controllers (3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2135 - Programmable Controllers (4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120.

ELCR 2140 - Mechanical Devices (2)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ELCR 2150 - Fluid Power (2)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ELCR 2155 - Fluid Power (4)

This course provides instruction in the fundamentals of safely operating, troubleshooting, and maintaining hydraulic and pneumatic fluid power systems. Theory and practical application concepts are discussed. Topics include industrial safety, hydraulic system principles, hydraulic system components, pneumatic systems principles and pneumatic system components.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

ELCR 2160 - Advanced Microprocessors and Robotics (3)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ELCR 1040 - Digital and Microprocessor Fundamentals or Program Instructor Approval. Corequisite: None.

ELCR 2210 - Advanced Circuit Analysis (5)

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2220 - Digital Communications (3)

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval.

ELCR 2230 - Antenna and Transmission Lines (3)

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval.

ELCR 2240 - Microwave Communications and Radar (3)

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2250 - Optical Communications Techniques (3)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: ELCR 1020 - Alternating Current Circuits with a grade of “C” or better or Program Instructor Approval. Corequisite: None.

ELCR 2700 - HTI+ Certification Preparation (3)

Prepares the student for taking the CompTIA HTI+ examination by reviewing the Residential Systems and Systems Infrastructure and Integration Objectives. Topics include Residential Systems and Systems Infrastructure and Integration.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ELCR 2860 - CompTIA A+ Certification (4)

Prepares the student for taking the CompTIA A+ examination by reviewing the A+ CORE and A+ Operating Systems Objectives. Topics include A+ Core Hardware and A+ Operating System Technologies.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: ELCR 2170 - Computer Hardware AND ELCR 2180 - Operating Systems Technologies . Corequisite: None.

ELTR

ELTR 1010 - Direct Current Fundamentals (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1020 - Alternating Current Fundamentals (3)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1030 - Electrical Systems Basics II (7)

Introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed in electron theory, DC and AC circuits, Ohm's law, test equipment, transformers, and electrical power systems. Topics include: electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.

Lecture Contact Hours: 75. Lab Contact Hours: 60. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ELTR 1080 - Commercial Wiring I (5)

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

Lecture Contact Hours: 60. Lab Contact Hours: 45. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

ELTR 1090 - Commercial Wiring II (3)

This course is a continuation of the study in commercial wiring practices and procedures. Topics include transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1120 - Variable Speed Low Voltage Controls (2)

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1150 - Interpreting the National Electrical Code (5)

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

Lecture Contact Hours: 75. Lab Contact Hours: 0. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

ELTR 1180 - Electrical Controls (4)

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls and variable speed controls.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

ELTR 1205 - Residential Wiring I (3)

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1210 - Residential Wiring II (3)

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1220 - Industrial PLC's (4)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on pic programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: None. Corequisite: ELTR 1180 - Electrical Controls.

ELTR 1250 - Diagnostic Troubleshooting (2)

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

ELTR 1260 - Transformers (3)

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

Lecture Contact Hours: 33. Lab Contact Hours: 36. Total Contact Hours: 69. Prerequisite: None. Corequisite: None.

ELTR 1270 - N.E.C. Industrial Wiring Applications (4)

Provides instruction in industrial wiring applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: ELTR 1080 - Commercial Wiring I and ELTR 1090 - Commercial Wiring II.

ELTR 1500 - Electrical Systems Technology Internship/Practicum (3)

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

ELTR 1510 - Electrical Worker (3)

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

ELTR 1520 - Grounding and Bonding (2)

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

ELTR 1525 - Photovoltaic Systems (5)

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: Advisor Approval. Corequisite: None.

ELTR 1530 - Conduit Sizing (2)

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission; IDFC 1007 - Industrial Safety Procedures with a grade of “C” or better. Corequisite: None.

ELTR 1540 - Wire Pulling and Codes (3)

The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMPL

EMPL 1000 - Interpersonal Relations and Professional Development (2)

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, professional image skills, personal finance, problem solving, and diversity.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

EMSP

EMSP 1000L - Emergency Medical Responder (Fast Track) Lab (1)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and etc.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

EMSP 1000 - Emergency Medical Responder (Fast Track) Theory (3)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and etc.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

EMSP 1010 - Emergency Medical Responder (4)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy and Physiology; Responder Safety; Incident Command; Blood borne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: ALHS 1011 with a C or better. Corequisite: ALHS 1011 with a C or better.

EMSP 1110 - Introduction to the EMT Profession (3)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (3)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide

emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: EMSP 1110 - Introduction to the EMT Profession.

EMSP 1130 - Medical Emergencies for the EMT (3)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of “C” or better. Corequisite: EMSP 1140 - Special Patient Populations.

EMSP 1140 - Special Patient Populations (3)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of “C” or better. Corequisite: EMSP 1130 - Medical Emergencies for the EMT.

EMSP 1150 - Shock and Trauma for the EMT (3)

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of “C” or better. Corequisite: None.

EMSP 1160 - Clinical and Practical Applications for the EMT (1)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of an EMT. Topics include: Clinical and Assessment Based Management.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of “C” or better, EMSP 1130 - Medical Emergencies for the EMT, EMSP 1140 - Special Patient Populations, EMSP 1150 - Shock and Trauma for the EMT.. Corequisite: EMSP 1130 - Medical Emergencies for the EMT, EMSP 1140 - Special Patient Populations, EMSP 1150 - Shock and Trauma for the EMT..

EMSP 1210 - Emergency Medical Technician (EMT) Theory I (3)

This course serves as the foundational introduction to the Emergency Medical Services (EMS) profession, orienting students to both in-hospital and out-of-hospital prehospital care environments. It covers essential knowledge, skills, and attitudes necessary for effective, safe, ethical, and professional communication and functioning within the EMS environment. Furthermore, the course prepares students to apply pre-hospital emergency care to trauma patients, focusing on injuries from various mechanisms including Abdominal and Genitourinary Trauma, Orthopedic Trauma, Soft Tissue Trauma, Head, Facial, Neck, and Spine Trauma, and Nervous System Trauma. Topics include but not limited to, Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, and Principles of Safely Operating a Ground

Ambulance. Additionally, the course introduces students to critical scene management and patient assessment, airway management, and the basics of pharmacology, with topics such as Scene Size-Up, Primary Assessment, History Taking, Secondary Assessment, Monitoring Devices, Reassessment, Airway Management, Respiration, Artificial Ventilation, Principles of Pharmacology, Medication Administration, and Emergency Medications.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45.

EMSP 1211 - Emergency Medical Technician (EMT) Lab I (2)

This course allows students to master psychomotor and affective skills required to perform as an EMT. The student must master various skills and assessment from content previous taught within EMSP 1210 using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies (SMCs) documents.

Lecture Contact Hours: 0. Lab Contact Hours: 60. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

EMSP 1220 - Emergency Medical Technician (EMT) Theory II (3)

This course integrates pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for a wide range of non-traumatic medical emergencies. It provides a comprehensive understanding of medical conditions and patient care across all stages of life, from birth through aging. Topics covered include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; NonTraumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; Patients with Special Challenges; and Special Patient Populations - Assessments. This course equips students with the knowledge and skills necessary to provide effective emergency care and transportation for diverse patient populations, including those with special needs.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission.

EMSP 1221 - Emergency Medical Technician (EMT) Lab II (3)

This course builds upon EMSP 1220 and allows students to master the psychomotor and affective skills required to perform as an EMT. Students must master the affective skills and assessments from content previously taught within EMSP 1220 using scenario based learning. The students must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies documents.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

EMSP 1230 - Emergency Medical Technician (EMT) Clinical (1)

This clinical practicum course provides Emergency Medical Technician (EMT) students with hands-on, real-world experience in various healthcare and pre-hospital settings. Under the supervision of licensed medical professionals, students will apply classroom knowledge and skills to assess, treat, and transport patients in emergency situations. The course emphasizes patient assessment, basic life support (BLS), airway management, trauma care, and communication in diverse clinical environments, such as emergency departments, ambulance services, and community health settings. Students will complete a series of clinical rotations, demonstrating competency in essential EMT skills, including patient interaction, vital signs monitoring, and basic interventions. By the end of the course, students will be able to perform the duties of an EMT with confidence and professionalism in real-time emergency scenarios.

Lecture Contact Hours: 0. Lab Contact Hours: 48. Total Contact Hours: 48. Prerequisite: None. Corequisite: None.

EMSP 1510 - Advanced Concepts for the AEMT (3)

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMT licensure or licensure eligible . Corequisite: EMSP 1110 - Introduction

to the EMT Profession AND EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology.

EMSP 1520 - Advanced Patient Care for the AEMT (3)

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better. Corequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better.

EMSP 1530 - Clinical Applications for the AEMT (1)

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better. Corequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better.

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better. Corequisite: EMSP 1510 - Advanced Concepts for the AEMT with a grade of “C” or better.

EMSP 1550 - Advanced Emergency Medical Technician (AEMT) Theory I (2)

This course builds on the previous EMT program courses and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: EMS System, Public Health, Assessment, Pharmacology, etc.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission.

EMSP 1550L - Advanced Emergency Medical Technician Lab I (1)

This course allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also mast the affective skills of patient communications and assessments using scenario-based learning. The student must demonstrate proficiency inn the required skills as dictated by the GA EMS Office, Student Minimum Competences documents.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30.

EMSP 1560 - Advanced Emergency Medical Technician (AEMT) Theory II (2)

This course builds on the previous EMT program and EMSP 1550 course and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: Trauma and Special Patient Populations

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission.

EMSP 1560L - Advanced Emergency Medical Technician (AEMT) Lab II (1)

This course builds upon EMSP 1550L and allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also mast the affective skills of patient communications and assessments using scenario based learning. The student must demonstrate proficiency inn the required skills as dictated by the GA EMS Office, Student Minimum Competences documents.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: Program Admission.

EMSP 1570 - Advanced Emergency Medical Technician Clinical (2)

This course provides the student with opportunities to put didactic and lab skills learned into real world environment under the careful direct observation of a clinical preceptor. The minimum number of patient contact hours is dictated by the GA EMS Office, Student Minimum Competencies documents (SMC).

Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission.

EMSP 1580 - Advanced Emergency Medical Technician (AEMT) Capstone (1)

This course provides the student the opportunity to demonstrate proficiency as an entry level AEMT, in management of patient in the role of team leader. This is performed under the direct observation of clinical preceptor. The student must demonstrate competency in the following areas: 1) Performance of Patient Assessments 2) Direction of Medical Care and 3) performs items 1 and 2 with minimal to no assistance from the Preceptor. The minimum number of patient contacts is dictated by the Georgia Department of Public Health EMS Office, Student Minimum Competences documents. (SMC)

Lab Contact Hours: 29. Total Contact Hours: 29.

EMSP 2100 - Paramedic Foundations (3)

This course introduces foundational knowledge, skills, and professional behaviors required for paramedic practice. Topics include EMS systems, workforce safety and wellness, research, documentation, communication, legal and ethical considerations, public health, patient assessment, and operational roles. Students will learn to integrate clinical reasoning, team communication, and safety practices in both didactic and lab settings.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

EMSP 2101 - Paramedic Pharmacology & Airway Management (3)

This course prepares students to safely and effectively manage the pharmacologic and airway needs of patients at the paramedic provider level. Topics include foundational advanced principles of pharmacology, medication administration, and airway management techniques. Students will integrate pathophysiologic concepts and apply clinical reasoning to support pharmacologic interventions and airway/ventilation decisions. Skill development is reinforced through lab and scenario-based practice.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

EMSP 2102 - Paramedic Cardiology (7)

This course prepares paramedic students to recognize, assess, and manage cardiovascular conditions in the prehospital environment. Emphasis is placed on ECG interpretation, cardiac electrophysiology, cardiovascular pharmacology, resuscitation practices, and emergency management of cardiac rhythm disturbances. Students will apply evidence-based practices in cardiac care, including team-based resuscitation and advanced cardiac life support procedures.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 75. Lab Contact Hours: 60. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

EMSP 2103 - Paramedic Medical Emergencies (7)

This course focuses on the recognition, assessment, and management of medical emergencies across all age groups. Topics include neurological, endocrine, abdominal, immunologic, infectious, toxicologic, genitourinary, and behavioral conditions. Students will integrate pathophysiology and clinical findings to formulate field impressions and initiate appropriate interventions at the paramedic level based on current EMS protocols and evidence-based practices.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 75. Lab Contact Hours: 60. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

EMSP 2104 - Paramedic Trauma Care (5)

This course addresses the recognition, assessment, and management of traumatic injuries by the paramedic in the prehospital environment. Emphasis is placed on trauma systems, injury prevention, pathophysiology, and evidence based treatment strategies for various trauma types including soft tissue, musculoskeletal, abdominal, thoracic, head, spine, and multi-system trauma. Students will develop decision-making skills through simulation and scenario-based practice.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMSP 2105 - Paramedic Special Populations (3)

This course focuses on the unique needs and considerations for special patient populations in the prehospital setting. Topics include assessment and management of pediatric, obstetric, neonatal, and patients with special healthcare needs. The course also addresses abuse and assault, patients with disabilities, palliative care, and those requiring home medical technology. Students will apply patient-centered approaches to diverse situations through scenario-based learning.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

EMSP 2106 - Paramedic Applications (3)

This capstone course is designed to synthesize, apply, and assess knowledge, skills, and professional behaviors acquired throughout the paramedic program. Students will engage in comprehensive patient simulations, scenario-based learning, clinical reasoning exercises, and team-based care planning. Emphasis is placed on the integration of assessment, pathophysiology, treatment decision-making, leadership, and communication in complex prehospital environments. This course supports final preparation for national certification and paramedic licensure.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

EMSP 2110 - Foundations of Paramedicine (3)

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 2110, EMSP 2130 with a C or better. Corequisite: EMSP 2110, EMSP 2130 with a C or better.

EMSP 2120 - Applications of Pathophysiology for Paramedics (3)

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ALHS 1011 - Structure and Function of the Human Body OR BIOL 2113 - Anatomy and Physiology I AND BIOL 2113L - Anatomy and Physiology Lab I. Corequisite: ALHS 1011 - Structure and Function of the Human Body OR BIOL 2113 - Anatomy and Physiology I AND BIOL 2113L - Anatomy and Physiology Lab I.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (3)

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 2110, EMSP 2130 with a C or better. Corequisite: EMSP 2110, EMSP 2130 with a C or better.

EMSP 2140 - Advanced Cardiovascular Concepts (4)

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better, AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better, AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2201 - Paramedic Experience I (1)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience I is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 0. Lab Contact Hours: 2250. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

EMSP 2202 - Paramedic Experience II (2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience II is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 0. Lab Contact Hours: 4500. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMSP 2203 - Paramedic Experience III (2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience III is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMSP 2204 - Paramedic Experience IV (2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience IV is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMSP 2205 - Paramedic Experience V (2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience V is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning

objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

EMSP 2206 - Paramedic Capstone Field Internship (3)

This final capstone experience provides paramedic students with the opportunity to apply the full scope of their education in a supervised field setting. Students function under the guidance of an approved preceptor while serving as team leader on a variety of advanced life support (ALS) calls. Emphasis is placed on real-time decision making, team coordination, patient management, and professional conduct. This course is designed to ensure students demonstrate entry-level competency in the cognitive, psychomotor, and affective domains. Students must meet all Student Minimum Competency (SMC) requirements, including successful completion of a required team leads, prior to course completion. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2320 - Therapeutic Modalities of Medical Care (5)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better, AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better, AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2330 - Therapeutic Modalities of Trauma Care (4)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better

AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2510 - Clinical Applications for the Paramedic - I (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130 with a C or better. Corequisite: EMSP 2110, EMSP 2120, EMSP 2130 with a C or better.

EMSP 2520 - Clinical Applications for the Paramedic - II (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2530 - Clinical Applications for the Paramedic - III (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2540 - Clinical Applications for the Paramedic - IV (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of “C” or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of “C” or better.

EMSP 2550 - Clinical Applications for the Paramedic - V (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better ANDEMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better ANDEMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better.

EMSP 2560 - Clinical Applications for the Paramedic - VI (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better.

EMSP 2570 - Clinical Applications for the Paramedic - VII (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better. Corequisite: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better.

EMSP 2710 - Field Internship for the Paramedic (2)

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: EMSP 2560, 2570 with a C or better. Corequisite: EMSP 2560, 2570 with a C or better.

EMSP 2720 - Practical Applications for the Paramedic (3)

Allows opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530 and EMSP 2540 All with a grade of "C" or better. Corequisite: EMSP 2550, EMSP 2560 AND EMSP 2570 OR current licensure as a paramedic.

ENGL

ENGL 0096 - English I (3)

Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Placement Test Score. Corequisite: None.

ENGL 0097 - English II (3)

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in

writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 0096 – English I OR Appropriate Placement Test Score. Corequisite: None.

ENGL 0098 - English III (3)

Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 0097 - English II OR Appropriate Placement Test Score. Corequisite: None.

ENGL 0099 - ENGL-0099-ALP (Accelerated Learning Program) English (3)

This course provides writing and grammar instructional support for student success in English 1010 or English 1101. Students take this course concurrently with English 1101. Topics include academic essay writing, critical thinking, and language success. Students receive extensive support in writing analytical college essays including a review of basic grammar, mechanics, and punctuation; the rhetorical analysis of published essays; and the use of various strategies for building logical arguments.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 0097 - English II OR Appropriate Placement Test Score. Corequisite: ENGL 1101 - Composition and Rhetoric.

ENGL 0988 - Intermediate Reading and Writing (4)

This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course fulfills the requirements for the highest level of learning support reading and/or English and prepares students for ENGL 1101.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Appropriate Placement Test Score. Corequisite: Taken with ENGL 1010 or ENGL 1101.

ENGL 1005 - Applied Technical Communication (3)

This course emphasizes the practical knowledge of professional writing. Topics include appropriate professional writing techniques and formats; appropriate methods of communicating with internal and external customers, clients, colleagues, and supervisors in writing, in person, and electronically; and verbal and nonverbal communication.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: 0099S or appropriate ENGL/READ placement score.

ENGL 1010 - Fundamentals of English I (3)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score. Corequisite: None.

ENGL 1012 - Fundamentals of English II (3)

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1010 - Fundamentals of English I . Corequisite: None.

ENGL 1101 - Composition and Rhetoric (3)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score or ENGL 1010. Corequisite: None.

ENGL 1102 - Literature and Composition (3)

Emphasizes the student*s ability to read literature analytically and meaningfully and to communicate clearly.

Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with a grade of “C” or better. Corequisite: None.

ENGL 1105 - Workplace and Technical Communication (3)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with C or better. Corequisite: None.

ENGL 2110 - World Literature (3)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple geners of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with C or better. Corequisite: None.

ENGL 2130 - American Literature (3)

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with C or better. Corequisite: None.

ENGT

ENGT 1000 - Introduction to Engineering Technology (3)

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

ENGT 2300 - Capstone Project (1)

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ECET 2101 - Circuit Analysis II with a grade of "C" or better. Corequisite: None.

ENGT 2400 - Evidence and Procedures for Boundary Locations Internship (1)

This course will provide the field experience to enhance the competencies taught in the lecture portion.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: CETC 1116.820 - Surveying II with a grade of "C" or better. Corequisite: CETC 1120.820 - Evidence and Procedures for Boundary Locations.

ESCI

ESCI 1010 - Occupational Safety and Health Regulations (3)

This course is designed to provide an overview of

regulatory agencies involved in occupational health and safety and their functions in the enforcement of regulation and/or compliance of safety laws. Specific Georgia/OSHA laws will be discussed. Tools to effectively access the work place environment and strategies to achieve compliance and safety will be emphasized. Introduction of potential hazards and safety concerns will be reviewed.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ESCI 1120 - Water Treatment Processes (3)

This course provides an introduction to water and wastewater operations and the basic skills and knowledge needed to advance in this industry. The course will provide an overview of water and wastewater treatment processes and distribution systems, as well as terminology and equipment used in the wastewater and water industries. Regulations, licensing, and the certification process will be discussed as a part of this course. Laboratory techniques used in the analysis of water in water/wastewater treatment plants will be discussed.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45.

ESCI 1140 - Wastewater Treatment (3)

This course focuses on the operation of industrial wastewater pre-treatment facilities and industrial wastewater treatment facilities discharging directly to the environment (with NPDES permits). An introduction to industrial wastewater variables, components, effects and generation is included. Treatment processes, including preliminary treatment (flow equalization, screen, pH adjustment) and physical treatment (air stripping, carbon adsorption), are covered. Topics include basic chemistry and related mathematical analyses involved in the operation of water/wastewater treatment plants; various tests necessary to maintain process control for wastewater treatment plants and to monitor sewage and industrial wastes prior to disposal; and proper methods for collection and handling of samples.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ESCI 1260 - Water Supply (3)

This course provides an overview of water resources planning and management including basic principles of hydrology and hydrogeology; the social, economic and policy framework for water resources management; causes and resolutions of water resource conflicts; the application of environment criteria for water supply projects; regional water supply planning issues; and emerging technical and policy issues related to national, state, and local water resources management. Other topics include erosion, damage, land reclamation, and basic chemical principles of water and water pollution.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

ESTH

ESTH 1000 - Introduction to Esthetics (3)

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

ESTH 1010 - Anatomy and Physiology of the Skin (3)

Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ESTH 1000. Corequisite: None.

ESTH 1020 - Skin Care Procedures (4)

Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: None. Corequisite: ESTH 1000.

ESTH 1030 - Electricity and Facial Treatments with Machines (5)

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, mens skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

Lecture Contact Hours: 30. Lab Contact Hours: 105. Total Contact Hours: 135. Prerequisite: None. Corequisite: ESTH 1000.

ESTH 1040 - Advanced Skin Care (3)

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: ESTH 1000.

ESTH 1050 - Color Theory and Makeup (4)

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: None. Corequisite: ESTH 1000.

ESTH 1060 - Esthetics Practicum I (4)

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050. Corequisite: None.

ESTH 1070 - Esthetics Practicum II (4)

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: None. Corequisite: ESTH 1060.

ESTH 1080 - Advanced Esthetics with Medical Fundamentals Theory (4)

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: None. Corequisite: ESTH 1060.

ESTH 1090 - Advanced Esthetics with Medical Fundamentals Practicum (4)

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: None. Corequisite: ESTH 1060.

FILM

FILM 1010 - Basic Skills of Film and Television Production I (3)

Explores the foundational hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students' understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Exposure to the core production departments, their crafts and responsibilities including expected protocols, etiquette and ethics of the production assistant.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: FILM 1020 - Basic Skills for Film and Television Production II.

FILM 1020 - Basic Skills of Film and Television Production II (3)

Building on the fundamentals gained from the Film 1010, broadens the exploration of the business of Film and Television Production by understanding the scheduling and budgeting process. Stresses the importance of the Pre-

Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Includes rigorous exposure to crew responsibilities, locations logistics, and organizational expectations.

Lecture Contact Hours: 43. Lab Contact Hours: 6. Total Contact Hours: 49. Prerequisite: None. Corequisite: FILM 1010 - Basic Skills of Film and Television Production .

FILM 1030 - Essentials of Film and Television Post-Production I (3)

Expose students to the final phase of the production process cycle. Introduction to all facets of post production and create an understanding of file protocols, workflow, basic logging of original materials and introduction to the concept of non-linier editing. Organizational skills will be refined and tricks of the trade will be explored to better prepare them for a professional work environment.

Lecture Contact Hours: 35. Lab Contact Hours: 20. Total Contact Hours: 55. Prerequisite: None. Corequisite: None.

FILM 1040 - Film and Television Production Scheduling/Movie Magic (3)

Continues the exploration into the techniques of Film and Television Production by acquainting students with the pre-production process of script breakdown, scene evaluation and film production scheduling strategies. Utilizes the industry standard. Entertainment Partners/Movie Magic Scheduling software, students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.

Lecture Contact Hours: 32. Lab Contact Hours: 33. Total Contact Hours: 65. Prerequisite: : FILM 1010 - Basic Skills of Film and Television Production I AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of “C” or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of “C” or better Co-requisites: FILM 1050 - Film & Television Production Budgeting/Movie Magic. Corequisite: None.

FILM 1050 - Film and Television Production Budgeting/Movie Magic (4)

Continues to teach the industry software. Following the pre-production scheduling process, comes the utilization of the data collected through the scheduling process, comes the utilization of the data collected through the scheduling software and the creation of an accurate production budget for Film/Television. Entertainment Partners/Movie Magic budgeting software will be used to introduce students to the complex tasks of calculating costs for talent, crew, locations union fees, overtime/penalties, art direction scenic, etc. through post production to final product. Students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.

Lecture Contact Hours: 31. Lab Contact Hours: 36. Total Contact Hours: 67. Prerequisite: FILM 1010 - Basic Skills of Film and Television Production I AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of “C” or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of “C” or better. Corequisite: FILM 1040 - Film and Television Production Scheduling/Movie Magic I.

FILM 1060 - Introduction to Georgia Film Tax Credits (1)

Introduces the Georgia Film Tax Credit. Understanding of these Laws, Rules and Guidelines is the purpose of this class. Includes copies of all state tax credit paperwork, qualifying tax credit categories and complete filing instructions to obtain the credits.

Lecture Contact Hours: 13. Lab Contact Hours: 4. Total Contact Hours: 17. Prerequisite: None. Corequisite: None.

FILM 1070 - Film and Television Payroll (3)

Introduces the fundamentals of payroll principles coupled with the Film Production specific applications. This course provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions. Practical experience will be created by use of the industry standard software Vista by Entertainment Partners, rounding out the basic understanding of this accounting principle.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I (3)

Introduces set construction techniques, material differences (from traditional construction methods) and safety essentials in relation to the Film and Television Production environment will be the core of this offering. Hands on exposure to building fundamentals for film sets, painting,

texturing, faux finishing are included in this basic overview to create amazing visual effects for the camera lens.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II.

FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II (3)

Building on the fundamentals gained from the Film 1080, this course broadens the exploration and understanding of advanced construction processes and techniques, specialized materials and unique tool usage. Continued hands on exposure to advanced techniques for film set construction, painting, texturing, faux finishing, foam sculpting and exterior facade creation are included in this second offering.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I.

FILM 1100 - GFA Introduction to On-Set Film Production (6)

This course provides students with a basic set of skills and insights sufficient to be integrated onto the sets of working film productions. The course is offered in collaboration with the Georgia Film Academy.

Lecture Contact Hours: 90. Lab Contact Hours: 0. Total Contact Hours: 90. Prerequisite: Program Admission; Program Instructor Approval. Corequisite: None.

FILM 1110 - Make-up, Hair and Wardrobe Special Techniques for Film and TV (3)

This course is designed to build on previous acquired knowledge and skills learned as a licensed cosmetologist. And develop the necessary skills requred to be successful within the film and television industry. Emphasis will be placed on research and design of hairstyles and make-up applications dating back as early as 3000 BC. Other topics in this course include tools and knowledge of products, artificial hair enhancements, hair coloring techniques, and selection of wardrobes for film and television. A portion of this course will be taught in a laboratory setting for the development of all skills required to be a competent Film and Television Production Hair Style and Make-up Technician.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: FILM 1120 - Introduction to Special Effects Make-up Techniques for Film and TV.

FILM 1120 - Introduction to Special Effects Make-up Techniques for Film and TV (3)

Licensed cosmetologist practice artistic abilities with each service performed. A Special Effect Make-up Technician also portrays the same artistic abilites with a keen eye for color and imagination. Within this course the student will continue to use acquired skills to create special effects make-up applications for film and television production. Course topics include research design of special effect make-up, basic art skills, tools and products used to create special make-up effects, aging techniques, replica productions, easy molds, transfers and tatoos, airbrushing techniques, and application to create desired results. A portion of this course will be taught in a laboratory setting for the development of all skills required to be a competent Film and Television Production Hair Style and Make-up Technician.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: FILM 1110 - Make-up, Hair and Wardrobe Special Techniques for Film and TV.

FILM 1310 - Basic Skills of Electric/Lighting for Film I (3)

Explores the foundational concepts, skills and work environments for an electrician in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and expectations of an electrician, including duties on a classical stage and location environments. Exposure to the basic equipment used in the Electrical / Lighting department, including expected protocols, etiquette and ethics.

Lecture Contact Hours: 33. Lab Contact Hours: 24. Total Contact Hours: 57. Prerequisite: None. Corequisite: FILM 1320 - Basic Skills of Electric/Lighting for Film II.

FILM 1320 - Basic Skills of Electric/Lighting for Film II (3)

Building on the fundamentals gained from the Film 1310. Broaden the exploration of the equipment used in the Electrical / Lighting department, including expected protocols, etiquette and ethics. Stressing the importance of pre-production preparation and organization / inventory procedures of equipment during the production process. Students will be introduced to basic safe handling of

electrical instruments and accessories. Advanced rigorous exposure to electrical / lighting crew responsibilities, logistics and organizational skills.

Lecture Contact Hours: 34. Lab Contact Hours: 22. Total Contact Hours: 56. Prerequisite: None. Corequisite: FILM 1310 - Basic Skills of Electric/Lighting for Film I.

FILM 1350 - GFA Electric and Lighting (6)

This course is designed to equip students with the skills and knowledge of electrical distribution and set lighting on a motion picture or episodic television set in order to facilitate their entry and advancement in the film business. The course is offered in collaboration with the Georgia Film Academy. Topics include: the role of the Electric Department on a film or episodic TV production; workflow within the Electric Department from preproduction until after wrap is called, safety procedures; proper etiquette; electrical distribution for the set; selecting lighting choices in regard to color, quality, and quantity in order to support the script; producing and controlling lighting in regards to color, quality, quantity, and direction; the relationship between light and the camera/lenses; and tasks performed by a lighting technician on a typical day on the set.

Lecture Contact Hours: 67. Lab Contact Hours: 45. Total Contact Hours: 112. Prerequisite: FILM 1100 - GFA Introduction to On-Set Film Production. Corequisite: None.

FILM 1410 - Basic Skills of Grip/Rigging for Film I (3)

Explores the foundational concepts, skills and work environments for a Grip in the Film and Television Production Industry. Emphasis is placed on the students understanding of the terminologies, fundamental elements, principles and expectations of a grip, including duties on a classical stage and in a location environment. Exposure to the basic equipment used by the Grip / Rigging department.

Lecture Contact Hours: 32. Lab Contact Hours: 26. Total Contact Hours: 58. Prerequisite: None. Corequisite: FILM 1420 - Basic Skills of Grip/Rigging for Film II.

FILM 1420 - Basic Skills of Grip/Rigging for Film II (3)

Building on the fundamentals gained from the Film 1410. Broaden the exploration of the equipment used in The Grip / Rigging department, including expected protocols, etiquette and ethics. Stressing the importance of pre-production preparation and organization / inventory procedures of equipment during the production process. Students will be introduced to basic safe handling of Grip essential equipment and accessories. Advanced rigorous exposure to grip / rigging crew responsibilities, logistics and organizational skills.

Lecture Contact Hours: 25. Lab Contact Hours: 40. Total Contact Hours: 65. Prerequisite: None. Corequisite: FILM 1410 - Basic Skills of Grip/Rigging for Film I.

FILM 1430 - Basics of Dolly and Track Operations (3)

Explores the function, set-up and operations of a Dolly on a film set. Includes use of straight track, curved track and dance-floor. Intro to the many different brands and styles of dollies, including their preferred usage. Basic functions of a dolly, dolly grip and standard/optional accessories. Hands on experience setting up and operating a dolly in a production environment.

Lecture Contact Hours: 27. Lab Contact Hours: 36. Total Contact Hours: 63. Prerequisite: None. Corequisite: FILM 1410 - Basic Skills of Grip/Rigging for Film I AND FILM 1420 - Basic Skills of Grip/Rigging for Film II.

FILM 1450 - GFA Grip and Rigging (6)

Grip and Rigging is an introduction and orientation to the practice of rigging and supporting grip equipment, cameras, vehicles, and other physical/mechanical devices. Grips are first and foremost team members. In addition to gaining a thorough knowledge of the equipment used in grip and rigging, students will engage in on-set exercises in inventory, maintenance, set-up, trouble-shooting, teamwork, set protocol and safety. The purpose of this course is to prepare students to work on a motion picture production set. As such, student responsibilities are matched to potential responsibilities as a team member on a production set as closely as possible.

Lecture Contact Hours: 30. Lab Contact Hours: 120. Total Contact Hours: 150. Prerequisite: FILM 1100 - GFA Introduction to On-Set Film Production. Corequisite: None.

FILM 1510 - GFA Set Construction and Painting (6)

Designed to equip students with entry-level skills and knowledge of set construction for the film and episodic television industries. Students will participate in class projects that include reading blueprints, set safety, use of power tools, carpentry, scenic paint and sculpting. Additionally, emphasis will be placed on set etiquette including, but not limited to attitude and professionalism. The course is offered in collaboration with the Georgia Film Academy.

Lecture Contact Hours: 60. Lab Contact Hours: 60. Total

Contact Hours: 120. Prerequisite: FILM 1100 - GFA Introduction to On-Set Film Production. Corequisite: None.

FILM 2010 - Advanced Skills for Film and TV Production I (3)

Reinforcing the foundational knowledge gained in Film 1010 1020, reinforce the structure embedded in the hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Hands on instructional exercises reproduces production department environments, responsibilities, protocols, etiquette and ethics used daily by production assistants.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better. Corequisite: FILM 2020 - Advanced Skills for Film and TV Production II.

FILM 2020 - Advanced Skills for Film and TV Production II (3)

Building on the fundamentals gained from the course Film 2010, students will broaden the exploration of the business of Film and Television Production by better understanding the scheduling and budgeting process. Stressing the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew responsibilities, locations logistics and organizational expectations.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better. Corequisite: FILM 2010 - Advanced Skills for Film and TV Production I.

FILM 2030 - Essentials of Film and TV Post-Production II (3)

Building on the fundamentals of the final phase of the production process cycle gained from the Film 1030 course. Continue development of skills used in all facets of post production and creating/maintaining file protocols, advanced workflow, logging of original materials and introduction to non-linier editing with Adobe Premier. Advanced Problem solving and group projects will further prepare students for a professional work environment.

Lecture Contact Hours: 27. Lab Contact Hours: 36. Total Contact Hours: 63. Prerequisite: FILM 1030 - Essentials of Film and Television Post-Production I with a grade of "C" or better. Corequisite: None.

FILM 2040 - Advanced Film and TV Production Scheduling/Movie Magic (3)

Building on the fundamentals gained from the FILM 1040 and FILM 1050, broadens the exploration of the business of Film and Television Production by a deeper understanding the scheduling and budgeting process using the Entertainment Partners/Movie Magic software. Stressing the importance of detail and thorough Pre-Production strategies for an effective production model. Students will further perfect skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew/union requirements, locations logistics, organizational techniques, scheduling conflicts management, custom reporting, globals and working with estimated time. Familiarity with important organizations and resources for industry production personnel, locations, and equipment cost estimating. Software integration with Final Draft and Movie Magic Budgeting.

Lecture Contact Hours: 25. Lab Contact Hours: 40. Total Contact Hours: 65. Prerequisite: FILM 1040 - Film and Television Production Scheduling/Movie Magic with a grade of "C" or better. Corequisite: FILM 2050 - Advanced Film and TV Production Budgeting/Movie Magic.

FILM 2050 - Advanced Film and TV Production Budgeting/Movie Magic (3)

Building on the advanced skills gained from the FILM 2040, students will delve deeper into the budgeting process to examine the intricacies of large scale production planning. Students will be introduced to custom reporting, shortcuts, problem solving, What if? scenarios, foreign exchange rates and estimated time. Perfecting skills in the budgeting technique to minimize errors in cost estimations for film and episodic TV production. Advanced proficiency in software operation, integration and usage of the Entertainment Partners/Movie Magic products.

Lecture Contact Hours: 25. Lab Contact Hours: 40. Total Contact Hours: 65. Prerequisite: FILM 1050 - Film and

Television Production Budgeting/Movie Magic with a grade of “C” or better. Corequisite: FILM 2040 - Advanced Film and TV Production Scheduling/Movie Magic.

FILM 2080 - Film and TV Adv. Set Construction and Scenic Painting I (3)

Building on the techniques learned in FILM 1080 / FILM 1090, students will be exposed to basic script breakdown, evaluation and budgeting concepts in regards to set creation for a Film project. Advanced techniques will be studied for simulating steel, concrete and stone textures. Advanced techniques for cutting and sculpting foam to create rock, stone faade and concrete. Fundamental Math and Geometry for set construction will be reviewed, as well as safety practices for working on sets from above the ground-level.

Lecture Contact Hours: 30. Lab Contact Hours: 34. Total Contact Hours: 64. Prerequisite: FILM 1080.831 - Film and TV Basic Set Construction & Scenic Painting I AND FILM 1090.831 - Film and TV Basic Set Construction & Scenic Painting II . Corequisite: None.

FILM 2090 - Film and TV Adv. Set Construction and Scenic Painting II (3)

Continuing the exploration of the set construction area of film productions, students will design a set, based on script specifications, draw sketches and plans and construct a portion of the set, based on the design requirements. Introduction to advanced structure creation like platforms, multi-story/complex facades including creative uses for shipping containers, will be presented. Students will also be exposed to safety and basic operations and usages of heavy equipment (Scissor-Lifts, Condors, Fork-Lifts /Pallet-Jacks, etc) used in the construction process and construction shop organization.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: FILM 1080.831 - Film and TV Basic Set Construction & Scenic Painting I AND FILM 1090.831 - Film and TV Basic Set Construction & Scenic Painting II AND FILM 2080.831 - Film and TV Adv. Set Construction and Scenic Painting I . Corequisite: None.

FILM 2100 - GFA Practicum (12)

Through cooperative agreements among the film industry, the Georgia Film Academy, and the student, the practicum provides students opportunities to demonstrate techniques learned in the initial Georgia Film Academy's course through on-set productions. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professionalism. Topics include: demonstrating film production functions, applying film knowledge and skills in the workplace, listening and following directions, and modeling professionals.

Lecture Contact Hours: 30. Lab Contact Hours: 450. Total Contact Hours: 480. Prerequisite: Program Instructor Approval; FILM 1100 - GFA Introduction to On-Set Film Production. Corequisite: None.

FILM 2310 - Advanced Skills of Electric/Lighting for Film I (3)

Expose students to the operation of lighting instruments, distribution components and lighting accessories. Introduction to basics of lighting and distribution troubleshooting, including skills, processes and protocols used for searching out and addressing an electrical problem on set. Advanced organizational skills will be refined and tricks of the trade will be explored to better prepare students for a professional work environments.

Lecture Contact Hours: 28. Lab Contact Hours: 35. Total Contact Hours: 63. Prerequisite: ALL REQUIRED: ELTR 1020 - Electrical Systems Basics I, ELTR 1030 - Electrical Systems Basics II, FILM 1310.831 - Basic Skills of Electric/Lighting for Film I, FILM 1320.831 - Basic Skills of Electric/Lighting for Film II, IDFC 1007 - Industrial Safety Procedures. Corequisite: None.

FILM 2320 - Advanced Skills of Electric/Lighting for Film II (3)

Continue the exploration into the techniques of Film and Television Production by acquainting students to the basics of lighting for Film. Utilizing industry standards, students will become familiar with 3-point lighting techniques, lighting using practicals, exterior lighting conditions and ambient lighting techniques. Students will also be exposed to the essential functions of Dimmers, LEDs and Smart-Lighting technologies. Students will be able to demonstrate the essential skills needed to work as an electrician in the film and TV production industry.

Lecture Contact Hours: 30. Lab Contact Hours: 31. Total Contact Hours: 61. Prerequisite: FILM 2310.831 - Advanced Skills of Electric/Lighting for Film I . Corequisite: None.

FILM 2410 - Advanced Skills of Grip/Rigging for Film I (3)

Expose students to the operation of stands, clamps and hangers, speed-rail, flags/frames and basic grip

accessories. Introduction to basics of grip /rigging troubleshooting, including skills, processes and protocols used for addressing a related grip/rigging problem on set. Advanced organizational skills will be refined and tricks of the trade will be explored to better prepare students for a professional work environments.

Lecture Contact Hours: 23. Lab Contact Hours: 41. Total Contact Hours: 64. Prerequisite: FILM 1410.831 - Basic Skills of Grip/Rigging for Film I AND FILM 1420.831 - Basic Skills of Grip/Rigging for Film II . Corequisite: None.

FILM 2420 - Advanced Skills of Grip/Rigging for Film II (3)

Continue the exploration into the grip / rigging department by acquainting students to the basics of exterior rigging techniques for Film. Utilizing industry standard gear, students will become familiar with the terminology and concepts of rigging items from condors, scissor-lifts, scaffolding and buildings. They will also be exposed to the essential functions of these rigs and optional uses. Thru on-set production simulations, students will be able to demonstrate the essential skills needed to work as a grip in the Film and TV production industry.

Lecture Contact Hours: 22. Lab Contact Hours: 50. Total Contact Hours: 72. Prerequisite: ALL REQUIRED: FILM 1410.831 - Basic Skills of Grip/Rigging for Film I, FILM 1420.831 - Basic Skills of Grip/Rigging for Film II, FILM 2410.831 - Advanced Skills of Grip/Rigging for Film I . Corequisite: None.

FILM 2430 - Basics of Crane, Condor and Heavy Equipment (3)

Explores the function, set-up and operations of cranes, condors (cherry-picker) and other heavy equipment used on a film set. Includes the use of cranes, arms and jibs. Intro to the many different ways to rig and utilize a condor on location or on a sound stage, including their preferred usages. Basic functions of scissor-lifts and scaffolding and standard/optional accessories and attachments. Hands on experience setting up and operating a crane, condor and scissor-lift in a production environment.

Lecture Contact Hours: 25. Lab Contact Hours: 40. Total Contact Hours: 65. Prerequisite: None. Corequisite: FILM 2410.831 - Advanced Skills of Grip/Rigging for Film I AND FILM 2420.831 - Advanced Skills of Grip/Rigging for Film II .

FILM 2550 - GFA Film Practicum/Internship (6)

This program is offered in collaboration with the Georgia Film Academy. Through cooperative agreements among the film industry, the GFA, and the student, the practicum provides students the opportunity to work on an actual film or television production and demonstrate production techniques learned in FILM 1100. The four week on-set assignment provides students a real world environment in which to practice production assistant skills in a hands-on situation. Students work under the supervision of a film industry professional, who monitors their progress, while the students keeps a journal of their day to day experiences. Topics include: demonstrating film production functions, applying film knowledge and skills in the workplace, listening and following directions, and modeling professional work habits. Students will also complete a two day course in OSHA safety tailored to motion picture production.

Lecture Contact Hours: 26. Lab Contact Hours: 192. Total Contact Hours: 218. Prerequisite: FILM 1100 - GFA Introduction to On-Set Film Production. Corequisite: None.

FILM 2900 - Film and TV Production Practicum/Internship (4)

Provides additional skills application in a professional production environment through cooperative agreements among the film industry, the Georgia Film Institute and the student to furnish employment within a variety of production opportunities. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professional. Supplements and compliments the courses taught in the Georgia Film Institute. Topics include: application of production skills, appropriate employability skills, problem solving, adaptability to differing production environments and acceptable job performance for Production Assistants assigned to the grip, electrical, art department, hair and makeup, SPFX, locations, camera, transportation and production departments.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: FILM 1010 - Basic Skills of Film and Television Production I with a grade of “C” or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of “C” or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of “C” or better. Corequisite: None.

FOSC

FOSC 1206 - Introduction to Forensic Science (3)

This introductory course will provide a broad overview of

the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FOSC 2010 - Crime Scene Investigation I (4)

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2011 - Crime Scene Investigation II (4)

Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission; FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better. Corequisite: None.

FOSC 2012 - Forensic Trace Evidence (4)

Trace evidence is often divided into two categories; chemistry and microscopy. This course is an introductory course in trace evidence to include the sub disciplines of hairs, fibers, arson, gunshot residue, explosives, paint, fracture match and fabric impression examinations and comparisons using microscopic and instrumental techniques. This course will also give the student who is interested in laboratory or CSI work practical experience in the area of trace evidence and how it relates to forensic science.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission; FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2014 - Documentation and Report Preparation (4)

The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: ENGL 1010 - Fundamentals of English I OR ENGL 1101 - Composition and Rhetoric with a grade of "C" or better AND FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2028 - Bloodstain Pattern Analysis (4)

Bloodstain pattern analysis is a tool usedin crime scene investigations to reconstruct events and evaluate statements. Lectures on terminology and theory coupled with practical laboratory exercises will provide students with the basic knowledge of bloodstain pattern analysis. The understanding of scientific principles related to bloodstain pattern analysis and its relation to case work will be explored in addition to the identification and documentation of bloodstains and bloodstain patterns.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better. Corequisite: None.

FOSC 2033 - Death Investigation (3)

This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required to assist the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: FOSC 1206 - Introduction

to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2035 - Forensic Photography (4)

The basic principles of photography generation and manipulation. Students will learn the basic camera operations including shutter speed, aperture, and lighting. Topics will include macro and micro photography, depth of field, digital cameras, and scene photography. Emphasis will be placed on the application of basic camera techniques to forensic science photography.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission; FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2037 - Victimology (3)

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FOSC 2039 - Computer Forensics (5)

The main goal of this course is to provide students with an understanding of computer forensics and investigation tools and techniques. Students will gain a solid foundation in computer forensics and investigations. Most of the major personal computer operating system architectures and disk structures will be discussed. Students will learn how to set up an investigators office and laboratory, as well as what computer forensic hardware and software tools are available. Students will also learn the importance of digital evidence controls and how to process crime and incident scenes. Finally, students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teaches about theory as well as the practical application of computer forensic investigation.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better AND CIST 1130 - Operating Systems Concepts with a grade of "C" or better AND CIST 1401 - Computer Networking Fundamentals with a grade of "C" or better. Corequisite: None.

FOSC 2040 - Forensic Firearms and Toolmark Identification (4)

The course is an introduction to firearms, ammunition and ammunition components, microscopic comparison of questioned bullets, cartridge cases and toolmarks, distance determination, gunpowder and shotgun pattern analysis, serial number restoration, lock picking techniques, the examination of security devices such as padlocks and safes and the examination of firearm related injuries.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FOSC 2041 - Latent Print Examination (4)

This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparision, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: FOSC 1206 with a grade of "C" or better. Corequisite: None.

FOSC 2150 - Case Preparation and Courtroom Testimony (4)

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission, FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: FOSC 2010 - Crime Scene

Investigation I with a grade of "C" or better.

FOSC 2200 - Forensic Firearm Injuries, Distance Determination and Firearm Safety (4)

Firearm related injuries and distance determination, using the analysis of both gunshot residues and shotgun pattern analysis will be the focus of this course. The application of the scientific method, testing protoccols, analysis of firearms injuries on victims and the reproduction and comparison of gunpowder and primer residues to determine the muzzle to target distance will also be explained. The functionality, maintenance, and safety of firearms will also be demonstrated.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission; FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. Corequisite: None.

FRSC

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals (3)

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupationa

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

FRSC 1030 - Basic Firefighter - MODULE I (5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response + size-up, forcible entry, ladders, search + rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

FRSC 1040 - Basic Firefighter - MODULE II (3)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes + knots and

how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 1050 - Fire and Life Safety EducatorI (3)

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141 with a grade of "C" or better. Corequisite: None.

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (3)

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

FRSC 1070 - Introduction to Technical Rescue (4)

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5

sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

FRSC 1080 - Fireground Operations (3)

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 1100 - Introduction to the Fire Service (3)

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 1110 - Fire Administration - Supervision and Leadership (3)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 1115 - Fire Behavior and Combustion (3)

This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 1121 - Firefighting Strategy and Tactics (3)

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 1132 - Fire Service Instructor (4)

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 1141 - Hazardous Materials Operations (4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 1151 - Fire Prevention & Inspection (4)

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 1161 - Fire Service Safety and Loss Control (3)

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally, information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be

aware of and how to collect the data and report it.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 2100 - Fire Administration Management (3)

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-11 and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 2110 - Fire Service Hydraulics (3)

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 2120 - Fire Protection Systems (3)

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, non-water-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 2130 - Fire Service Building Construction (3)

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

FRSC 2141 - Incident Command (4)

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to

enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

FRSC 2170 - Fire and Arson Investigation (4)

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

GERT

GERT 1000 - Understanding the Geronotological Client (2)

This course provides a description of the aging client in the aging services network as well as an examination of sociological, psychological, and biological aspects of aging.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

GERT 1020 - Behavioral Aspects of Aging (2)

This course addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences; a discussion of prevention, diagnosis, assessment, and intervention; as well as an examination of pertinent legislation.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

GERT 1030 - Gerontological Nutrition (1)

This course provides a study of the nutritional needs of the individual, including older adults. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: Program Admission. Corequisite: None.

HACE

HACE 2100 - Family Economic Issues Through the Life Course (3)

This course explores the family as a producing and consuming unit, including the decision-making process involved and the special role of housing. Emphasis is placed on interrelationships among decisions and links between economic and social issues.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

HECT

HECT 1100 - Hemodialysis Patient Care (7)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Lecture Contact Hours: 75. Lab Contact Hours: 60. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

HECT 1120 - Hemodialysis Practicum (4)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120. Prerequisite: HECT 1100 - Hemodialysis Patient Care with a grade of “C” or better. Corequisite: None.

HIST

HIST 1111 - World History I (3)

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times.

Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

HIST 1112 - World History II (3)

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

HIST 2111 - U.S. History I (3)

Emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revonlutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

HIST 2112 - U.S. History II (3)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

HORT

HORT 1000 - Horticulture Science (3)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1010 - Woody Ornamental Plant Identification (3)

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1020 - Herbaceous Plant Identification (3)

Emphasizes the identification,selection,and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1030 - Greenhouse Management (4)

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutuional greenhouses. Emphasis is placed on

greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1040 - Landscape Installation (3)

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

HORT 1041 - Landscape Construction (4)

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: None. Corequisite: None.

HORT 1050 - Nursery Production and Management (4)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1060 - Landscape Design (4)

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1070 - Landscape Installation (4)

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: None. Corequisite: None.

HORT 1080 - Pest Management (3)

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1100 - Introduction to Sustainable Agriculture (3)

Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1110 - Small Scale Food Production (4)

Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total

Contact Hours: 89. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1120 - Landscape Management (4)

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1140 - Horticulture Business Management (3)

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1150 - Environmental Horticulture Internship (3)

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

HORT 1160 - Landscape Contracting (3)

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1200 - Arboriculture Science (4)

Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

Lecture Contact Hours: 37. Lab Contact Hours: 53. Total Contact Hours: 90. Prerequisite: Advisor Approval. Corequisite: None.

HORT 1250 - Plant Production and Propagation (4)

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture), and propagation facilities construction.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: Advisor Approval. Corequisite: None.

HORT 1310 - Irrigation and Water Management (4)

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1330 - Turfgrass Management (4)

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and

estimating costs on management practices

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1410 - Soils (3)

This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

HORT 1420 - Golf Course Design Construction and Management (3)

Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

HORT 1430 - Advanced Landscape Design (4)

This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

Lecture Contact Hours: 37. Lab Contact Hours: 53. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

HORT 1500 - Small Gas Engine Repair and Maintenance (4)

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: None. Corequisite: None.

HORT 1560 - Computer-Aided Landscape Design (4)

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

Lecture Contact Hours: 37. Lab Contact Hours: 53. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

HORT 1680 - Woody Plant Identification II (3)

Students will develop a systematic approach to proper classification, nomenclature,identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: None.

HORT 1690 - Horticulture Spanish (3)

An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include: introductory conversational Spanish with an emphasis on green industry vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating aspects of Latino culture for more effective management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

HORT 1700 - Large Equipment Operation (3)

This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

HORT 1720 - Introductory Floral Design (4)

This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: None. Corequisite: None.

HORT 1750 - Interiorscaping (4)

This course develops students' skills in designing, installing, and maintaining interior plantings. Topics include: an industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, and designs and installations.

Lecture Contact Hours: 37. Lab Contact Hours: 53. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

HORT 1800 - Urban Landscape Issues (3)

This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

HORT 2500 - Specialty Landscape Construction (4)

This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

Lecture Contact Hours: 37. Lab Contact Hours: 52. Total Contact Hours: 89. Prerequisite: None. Corequisite: None.

HUMN

HUMN 1101 - Introduction to Humanities (3)

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with C or better. Corequisite: None.

IDFC

IDFC 1000 - Principles of Electricity I (4)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

IDFC 1005 - Principles of Electricity II (5)

This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

IDFC 1007 - Industrial Safety Procedures (2)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission.

Corequisite: None.

IDFC 1011 - Direct Current I (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

IDFC 1012 - Alternating Current I (3)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

IDFC 1013 - Solid State Devices I (3)

Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Select one of each: IDFC 1000 - Principles of Electricity OR IDSY 1101 - DC Circuit Analysis, IDFC 1012 - Alternating Current I OR IDSY 1105 - AC Circuit Analysis. Corequisite: None.

IDSY

IDSY 1005 - Introduction to Mechatronics (4)

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

IDSY 1020 - Print Reading and Problem Solving (3)

This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

IDSY 1100 - Basic Circuit Analysis (5)

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Lecture Contact Hours: 45. Lab Contact Hours: 90. Total Contact Hours: 135. Prerequisite: None. Corequisite: None.

IDSY 1101 - DC Circuit Analysis (3)

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Lecture Contact Hours: 40. Lab Contact Hours: 10. Total Contact Hours: 50. Prerequisite: Program Admission. Corequisite: None.

IDSY 1105 - AC Circuit Analysis (3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: IDSY 1101 - DC Circuit Analysis OR IDFC 1011 - Direct Current I.

IDSY 1110 - Industrial Motor Controls I (4)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls,theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

IDSY 1111 - Industrial Wiring (4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wiring sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

IDSY 1112 - Motor Controls I (4)

This course introduces the fundamentals concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

IDSY 1113 - Motor Controls II (4)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

IDSY 1120 - Basic Industrial PLC's (4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: IDSY 1110 - Industrial Motor Controls I with a grade of “C” or better. Corequisite: None.

IDSY 1130 - Industrial Wiring (4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: IDSY 1101 - DC Circuit Analysis, IDSY 1105 - AC Circuit Analysis OR IDSY 1100 - Basic Circuit Analysis with a grade of “C” or better. Corequisite: None.

IDSY 1160 - Mechanical Laws and Principles (4)

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

IDSY 1161 - Fundamentals of Machine Tool and Mechanical Systems (4)

Introduces the fundamental concepts necessary for safe operation of basic machine tools, print reading, and mechanical laws and principles. Topics include: safety, introduction to threads and fasteners, power tool operation, precision measurements, print reading and sketching, geometric dimensioning and tolerancing, mechanical laws and principles, material processing, and layout and assembly.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Program Admission.

Corequisite: None.

IDSY 1170 - Industrial Mechanics (4)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: Provisional Admission. Corequisite: None.

IDSY 1171 - Industrial Mechanics (4)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120.

IDSY 1181 - Fluid Power Systems (4)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105.

IDSY 1190 - Fluid Power Systems (4)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Provisional Admission. Corequisite: None.

IDSY 1191 - Pumps and Piping Systems (3)

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

IDSY 1195 - Pumps and Piping Systems (3)

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

IDSY 1210 - Industrial Motor Controls II (4)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: IDSY 1110 - Industrial Motor Controls I with a grade of “C” or better. Corequisite: None.

IDSY 1220 - Intermediate Industrial PLC's (4)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120. Prerequisite: IDSY 1120 - Basic Industrial PLC's with a grade of “C” or better. Corequisite: None.

IDSY 1230 - Instrumentation (4)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument

calibration; and loop tuning.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120. Prerequisite: None. Corequisite: None.

IDSY 1230 - Instrumentation (4)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120.

IDSY 1240 - Maintenance for Reliability (4)

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

IDSY 1260 - Machine Tool for Industrial Repairs (4)

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

IDSY 2000 - PLC I (4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120.

IDSY 2001 - PLC II (4)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Lecture Contact Hours: 15. Lab Contact Hours: 105. Total Contact Hours: 120.

IDSY 2830 - Networking Industrial Equipment (4)

Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

IMSA

IMSA 1100 - Clinical Practice (2)

Introduces students to the hospital clinical setting and medical office facilities with imaging services and provides an opportunity for students to participate in or observe radiographic and modality imaging procedures. Topics include: medical office and hospital protocol, film processing procedures, basic patient care, and radiation safety radiographic procedure responsibilities and office and film room procedures.

Lecture Contact Hours: 0. Lab Contact Hours: 60. Total Contact Hours: 60. Prerequisite: All Required General Education and Occupational courses with a grade of “C” or better. Corequisite: RADT 1010 – Introduction to Radiology & RADT 1030 – Radiographic Procedures I.

LOGI

LOGI 1000 - Business Logistics (3)

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

LOGI 1010 - Purchasing (3)

Provides a general knowledge of purchasing for todays Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

LOGI 1015 - Purchasing and Materials Management (3)

This course will introduce students to Materials Management and Purchasing fundamentals by learning the purchasing cycle, establishing material requirements, selecting suppliers, price determination, planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective purchasing and material management improves supply chain performance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission.

LOGI 1020 - Materials Management (3)

This course will introduce students to Materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective material management improves supply chain performance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

LOGI 1030 - Product Lifecycle Management (3)

The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure its available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

LOGI 2000 - Freight Brokerage Operations (4)

Provides a detailed understanding of the purpose and benefits of freight brokerages. The course will emphasis is placed on: overview of the planning, development, and execution of non asset based freight brokerage transportation management services as well as focus on the process for obtaining a brokerage license, daily operations, building a shipper customer base, completing RFP/bids, negotiate rates, sourcing and qualifying motor carriers, federal, state, and local regulations, and gaining a detailed understanding of the diverse types of cargo as well as their respective transportation requirements and the dispatch process.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

MAST

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant*s role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

MAST 1030 - Pharmacology in the Medical Office (4)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in theadministration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission AND MATH 1012 - Foundations of Mathematics with a grade of

"C" or better. Corequisite: None.

MAST 1060 - Medical Office Procedures (4)

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, medical records, and professional communication.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: None.

MAST 1061 - Front Office and Legal Implications (6)

This course introduces the fundamental concepts of medical assisting and its role within the broader healthcare field, emphasizing the importance of medical ethics, legal aspects of medicine, and the medical assistant's function as an agent of the physician. Students will gain knowledge of medical jurisprudence, professional behavior, and essential skills required for medical practice. Topics include an introduction to medical assisting, medical law, the physician/patient/assistant relationship, medical office litigation, ethics, bioethical issues, HIPAA, office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, and professional communication.

Lecture Contact Hours: 75. Lab Contact Hours: 30. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

MAST 1080 - Medical Assisting Skills I (4)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and respiratory evaluations and electrocardiography.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: Program Admission, ALHS 1011 - Structure and Function of the Human Body OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better. Corequisite: None.

MAST 1081 - Fundamental Skills and Human Diseases (7)

This course introduces the skills necessary for assisting physicians with comprehensive patient histories, physical examinations, and various diagnostic procedures across all types of medical practices. It includes essential techniques for sterilizing instruments and setting up sterile trays, as well as the theory and practice of electrocardiography. Additionally, the course provides a detailed review of anatomy and physiology for each body system, along with an overview of common diseases and disorders. Students will explore infection control, OSHA guidelines, and patient preparation, with specific focus on age and gender-specific examinations. Topics include vital signs, mensuration, medical office surgical procedures, respiratory evaluations, electrocardiography, and the study of diseases affecting the circulatory, digestive, endocrine, integumentary, lymphatic, muscular, nervous, sensory, reproductive, respiratory, skeletal, and urinary systems. For each system, the course covers disease descriptions, etiologies, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention.

Lecture Contact Hours: 45. Lab Contact Hours: 150. Total Contact Hours: 195. Prerequisite: Program Admission. Corequisite: None.

MAST 1090 - Medical Assisting Skills II (4)

Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; applied clinical microbiology, advanced reagent testing (Strep Test, HcG etc); administration of medications and maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and nutrition.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: Program Admission, ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better AND MAST 1080 – Medical Assisting Skills I with a grade of "C" or better. Corequisite: None.

MAST 1091 - Medical Assisting Advanced Skills (4)

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total

Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

MAST 1100 - Medical Insurance Management (2)

Emphasizes essential skills required for the medical practice in the areas of computers and application of computer skills, electronic health records, accounting procedures, and practice management software. Topics include: accounting procedures and application software.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission AND ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computer Literacy OR COLL 1500 - Student Success with a grade of "C" or better, ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better. Corequisite: None.

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and applications of computer skills, electronic health records, accounting procedures and practice management software. Topics include: accounting procedures; and application software.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computer Literacy OR COLL 1500 - Student Success with a grade of "C" or better, AND ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better. Corequisite: None.

MAST 1112 - Insurance and Claims Management (5)

This course emphasizes the essential skills required for managing insurance claims and administrative tasks within a medical practice. It provides comprehensive information on filing insurance claims, understanding types of third-party plans, managed care policies and procedures, insurance coding conventions, and the application of computer skills in medical settings. Topics include managed care, reimbursement, coding, accounting procedures, electronic health records, and practice management software.

Lecture Contact Hours: 30. Lab Contact Hours: 120. Total Contact Hours: 150. Prerequisite: Program Admission. Corequisite: None.

MAST 1120 - Human Diseases (3)

Provides review of anatomy and physiology per body systems and fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted inlcuding: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: review of anatomy and pphysiology, and diseases of body systems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission, ALHS 1011- Structure and Function of the Human Body OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of 'C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of 'C" or better. Corequisite: None.

MAST 1130 - Medical Assisting Externship & Seminar (8)

Lecture Contact Hours: 60. Lab Contact Hours: 160. Total Contact Hours: 220. Prerequisite: Program Admission. Corequisite: None.

MAST 1170 - Medical Assisting Externship (6)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Program Admission. Corequisite: None.

MAST 1180 - Medical Assisting Seminar (3)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

MAST 1510 - Medical Billing and Coding I (2)

Provides an introduction to medical billing and coding

skills with applications of international coding standards for billing of health care services. Topics include: International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: ALHS 1011 - Structure and Function of the Human Body AND ALHS 1090 - Medical Terminology for Allied Health Sciences AND ENGL 1010 - Fundamentals of English I . Corequisite: None.

MAST 1520 - Medical Billing and Coding II (3)

Continues development of skills and knowledge presented in MAST 1510: Medical Billing and Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: MAST 1510 - Medical Billing and Coding I . Corequisite: MAST 1530 - Medical Procedural Coding .

MAST 1530 - Medical Procedural Coding (2)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: MAST 1510 - Medical Billing and Coding I . Corequisite: MAST 1520 - Medical Billing and Coding II .

MAST 2100 - Electronic Medical Office Technology (2)

This course provides an introduction to the office management of medical administrative and electronic health records. Topics include: electronic health records (EHR); health record electronic coding; electronic office management software applications; and privacy and security of health records.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310 and BUSN 1400 and COMP 1000 . Corequisite: None.

MAST 2108 - Physician's Practice Management (6)

Provides an overview of management of the physician practice healthcare business procedures and processes. Topics include: Physician Practice Processes, Financial and Revenue Cycle Management, Healthcare Regulation and Reform, Electronic Medical Records, Human Resources, Healthcare Planning and Workflow

Lecture Contact Hours: 30. Lab Contact Hours: 180. Total Contact Hours: 210. Prerequisite: Program Admission. Corequisite: HIMT 1200 - Legal Aspects of Healthcare and MAST 1110 - Administrative Practice Management .

MATH

MATH 0090 - Learning Support Mathematics (3)

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate arithmetic placement test score. Corequisite: Taken with MATH 1012, MATH 1101, or MATH 1111.

MATH 0096 - Math I (3)

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate arithmetic placement test score. Corequisite: None.

MATH 0097 - Math II (3)

Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0096 - Math I OR Appropriate arithmetic placement test score. Corequisite: None.

MATH 0098 - Elementary Algebra (3)

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0097 - Math II OR Appropriate arithmetic placement test score. Corequisite: None.

MATH 0099 - Intermediate Algebra (3)

Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score. Corequisite: None.

MATH 1005 - Applied Technical Mathematics (3)

This course focuses on the mathematics needed by technical or trade programs. Emphasis is placed on the application of mathematical skills used in solving occupational and technical problems. Topics include basic mathematical skills, measurements and conversions, consumer applications, geometric concepts, technical applications, linear equations, and sinusoidal waves.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 1011 - Business Math (3)

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0097 - Math II OR Appropriate arithmetic placement test score. Corequisite: None.

MATH 1012 - Foundations of Mathematics (3)

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0097 - Math II OR Appropriate arithmetic placement test score. Corequisite: None.

MATH 1013 - Algebraic Concepts (3)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 0098 - Elementary Algebra with a grade of “C” or better OR Appropriate algebra placement test score. Corequisite: None.

MATH 1015 - Geometry and Trigonometry (3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 1013 - Algebraic Concepts with a grade of “C” or better. Corequisite: None.

MATH 1017 - Trigonometry (3)

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MATH 1013 - Algebraic Concepts with a grade of “C” or better. Corequisite: None.

MATH 1100 - Quantitative Skills and Reasoning (3)

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate algebra placement test score. Corequisite: None.

MATH 1101 - Mathematical Modeling (3)

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate algebra placement test score.. Corequisite: None.

MATH 1103 - Quantitative Skills and Reasoning (3)

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate algebra placement test score. Corequisite: None.

MATH 1111 - College Algebra (3)

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate degree level math placement test score. Corequisite: None.

MATH 1112 - College Trigonometry (3)

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission and MATH 1111 with a grade of “C” or better. Corequisite: None.

MATH 1113 - Precalculus (3)

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Regular Admission and MATH 1111 with a grade of “C” or better. Corequisite: None.

MATH 1127 - Introduction to Statistics (3)

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate algebra placement test score. Corequisite: None.

MATH 1131 - Calculus I (4)

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Regular Admission and MATH 1113 with a grade of “C” better OR appropriate math placement test score. Corequisite: None.

MATH 1132 - Calculus II (4)

This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Regular Admission and Math 1131 with a C or better OR appropriate math placement test score.. Corequisite: None.

MCHT

MCHT 1011 - Introduction to Machine Tool (4)

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology,

use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

MCHT 1012 - Print Reading for Machine Tool (3)

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MCHT 1013 - Machine Tool Math (3)

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score. Corequisite: None.

MCHT 1020 - Heat Treatment and Surface Grinding (4)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferroous and no-ferrous metals. Topics include: heat treatment safety, metallurgy principles heat treatment of metals, surface grinders, surface grinder maintenace, surface grinder setup, surface grinder operations, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission, MCHT 1120 with a grade of “C” or better. Corequisite: None.

MCHT 1030 - Applied Measurement (3)

This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: MCHT 1013 - Machine Tool Math with a grade of “C” or better AND MCHT 1011 - Introduction to Machine Tool with a grade of “C” or better.

MCHT 1060 - Welding for Machine Tool (1)

Introduces basic welding skills necessary for use in machine tool applications. Topics include: arc welding and gas welding.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

MCHT 1119 - Lathe Operations I (4)

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Requires Provisional Admission, MCHT 1011 AND MCHT 1012 with a grade of “C” or better. Corequisite: None.

MCHT 1120 - Mill Operations I (4)

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Requires Provisional Admission, MCHT 1011 AND MCHT 1012 with a grade of “C” or better. Corequisite: None.

MCHT 1219 - Lathe Operations II (4)

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Requires Provisional Admission, MCHT 1119 with a grade of “C” or better. Corequisite: None.

MCHT 1220 - Mill Operations II (4)

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety,

advanced milling calculation, advanced milling machine setup and operations.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: MCHT 1120 with a grade of "C" or better. Corequisite: None.

MCHT 1520 - Industrial Machine Applications (3)

Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include: job planning, preparation for machining operations, and machining operations.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: MCHT 1011 - Introduction to Machine Tool . Corequisite: None.

MCHT 1530 - Sawing and Drilling (1)

Introduces the basic knowledge and techniques for sawing and drilling machines operation. Topics include: saw selection, blade selection, feed and speeds determination, use of coolants, saw and saw blade maintenance, sawing operations, drilling setup, determining desired drilling operation from blueprints, and operating drilling machines.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

MCTX

MCTX 2250 - Mechatronics Capstone (3)

This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

Lecture Contact Hours: 18. Lab Contact Hours: 46. Total Contact Hours: 64. Prerequisite: None. Corequisite: None.

MEGT

MEGT 1010 - Manufacturing Processes (3)

This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the application of the topics covered in actual manufacturing processes.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: ENGT 1000 - Introduction to Engineering Technology.

MEGT 1321 - Machining and Welding (2)

An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: MEGT 1010 - Manufacturing Processes.

MEGT 2020 - Engineering Materials (4)

This course introduces the fundamentals of metallurgy and engineering material science. Topics include: chemical, physical and mechanical properties of materials, material limitations, metallurgy, material structures and applications, material extraction processing techniques, material treating and treatments, and material testing. Emphasis is provided on material strength, design considerations and the effects of heat treatment, creep and fatigue. The course includes performance lab exercises that demonstrate the applications of the topics covered such as; material testing (i.e. tensile and hardness testing), material treatment (i.e. heat treatment), and inspection (i.e. NDE).

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: MEGT 1010 - Manufacturing Processes with a grade of "C" or better, CHEM 1211 - Chemistry I with a grade of "C" or better, AND CHEM 1211L - Chemistry Lab I with a grade of "C" or better. Corequisite: None.

MEGT 2030 - Statics (3)

This course introduces the student to the study of forces acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include: vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGT 1000 - Introduction to Engineering Technology with a grade of "C" or better AND MATH 1113 - Precalculus with a grade of "C" or better. Corequisite: None.

MEGT 2080 - Strength of Materials (4)

This course studies the behavior of materials when subjected to different loadings and constraints. Topics include: stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion and/or shear. The course includes hands on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MEGT 2030 – Statics with a grade of "C" or better. Corequisite: None.

MEGT 2100 - Manufacturing Quality Control (3)

This course introduces statistical quality control and quality assurance techniques in manufacturing processes. Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform lab exercises applying quality concepts, tools and techniques to realistic industry examples.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: MATH 1111 - College Algebra with a grade of "C" or better, MATH 1013 - Algebraic Concepts with a grade of "C" or better, AND ENGT 1000 - Introduction to Engineering Technology. Corequisite: None.

MGMT

MGMT 1100 - Principles of Management (3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 1105 - Organizational Behavior (3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 1110 - Employment Rules and Regulations (3)

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law,

OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1010 - Fundamentals of English I with a grade of "C" or better OR ENGL 1101 - Composition and Rhetoric with a grade of "C" or better. Corequisite: None.

MGMT 1115 - Leadership (3)

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 1120 - Introduction to Business (3)

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 1125 - Business Ethics (3)

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 1135 - Managerial Accounting and Finance (3)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MGMT 2115 - Human Resource Management (3)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2120 - Labor Management Relations (3)

Provides a student with an overview of the relationship of rank and file employees to management in business

organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2125 - Performance Management (3)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2130 - Employee Training and Development (3)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2135 - Management Communication Tech (3)

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology + Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: COMP 1000 - Introduction to Computer Literacy with a grade of “C” or better.

MGMT 2140 - Retail Management (3)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2145 - Business Plan Development (3)

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community

compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2150 - Small Business Management (3)

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2155 - Quality Management Principles (3)

Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

MGMT 2200 - Production/Operations Management (3)

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

MGMT 2205 - Service Sector Management (3)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MGMT 2210 - Project Management (3)

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45.

MGMT 2215 - Team Project (3)

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission, ENGL 1010 OR ENGL 1101 with a grade of “C” or better. Corequisite: None.

MGMT 2220 - Management Occupation-Based Instructions (3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include:

problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: ENGL 1010 – Fundamentals of English I with a grade of "C" or better, MGMT 1100 – Principles of Management with a grade of "C" or better.

MKTG

MKTG 1100 - Principles of Marketing (3)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1130 - Business Regulations and Compliance (3)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1160 - Professional Selling (3)

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1161 - Service Industry Business Environment (2)

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: None. Corequisite: None.

MKTG 1162 - Customer Contact Skills (4)

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: MKTG 1161 - Service Industry Business Environment . Corequisite: MKTG 1161 - Service Industry Business Environment .

MKTG 1163 - Computer Skills for Customer Service (2)

Provides students with th fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: MKTG 1162 - Customer Contact Skills. Corequisite: None.

MKTG 1164 - Business Skills for the Customer (2)

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic

business calculations, change management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: MKTG 1163 - Computer Skills for Customer Service . Corequisite: None.

MKTG 1165 - Personal Effectiveness in Customer Service (1)

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: MKTG 1164 - Business Skills for the Customer . Corequisite: None.

MKTG 1190 - Integrated Marketing Communications (3)

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1210 - Services Marketing (3)

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1270 - Visual Merchandising (3)

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1280 - Introduction to Sports and Recreation Management (3)

This course introduces the sociological, philosophical, economic, and historical aspects of the sports and recreation industry. Topics include: nature of sports and recreation management, sports management landscape, research and trends, programming in sports and recreation management, employee training, evaluation and relations, fiscal topics in the business of sports and recreation, and careers in sports and recreation management.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 1370 - Consumer Behavior (3)

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 2000 - International Marketing (3)

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MKTG 1100 - Principles of Marketing. Corequisite: None.

MKTG 2010 - Small Business Management (3)

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 2070 - Buying and Merchandising (3)

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 2080 - Regulations and Compliance in Sports (3)

This course introduces the legal principles involved in sports. Topics include: nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 2090 - Marketing Research (3)

This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MKTG 1100 - Principles of Marketing . Corequisite: None.

MKTG 2160 - Advanced Selling (3)

This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MKTG 1160 - Professional Selling . Corequisite: None.

MKTG 2180 - Principles of Sports Marketing (3)

This course applies the principles of marketing utilized in the sports industry. Topics include: nature of sports marketing, role of sports marketing, marketing principles specific to sports, marketing mix to achieve goals, and electronic landscape and media in sports.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

MKTG 2210 - Entrepreneurship (6)

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

Lecture Contact Hours: 90. Lab Contact Hours: 0. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

MKTG 2270 - Retail Operations Management (3)

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission or Program Instructor Approval. Corequisite: None.

MKTG 2280 - Sports Management (3)

This course emphasizes leadership and management in the

sports marketing industry. Topics include: leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MKTG 1280 - Introduction to Sports and Recreation Management . Corequisite: None.

MKTG 2290 - Marketing Internship/Practicum (3)

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 0. Prerequisite: Program Instructor Approval. Corequisite: None.

MKTG 2300 - Marketing Management (3)

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Instructor Approval AND MKTG 1100 - Principles of Marketing . Corequisite: None.

MRIM

MRIM 2300 - Orientation and Introduction to MRI (3)

Provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: MRIM 2320 - MRI Procedures and Cross-Sectional Anatomy AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I.

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy (3)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: MRIM 2300 - Orientation and Introduction to MRI AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I.

MRIM 2330 - MRI Physics and Instrumentation (3)

Introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: MRIM 2300 - Orientation and Introduction to MRI with a grade of “C” or better, MRIM 2320 - MRI Procedures and Cross-Sectional Anatomy with a grade of “C” or better, AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with a grade of “C” or better. Corequisite: MRIM 2360 - Magnetic Resonance Imaging Clinical Education II ANDMRIM 2370 - MRI Review.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I (6)

Introduces students to the magnetic resonance imaging department and proides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam peparation, patient care and assessment, scanning protocol, image qualityand progress toward completion of clinical competency evaluations.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Program Admission. Corequisite: MRIM 2300 - Orientation and Introduction to MRI AND MRIM 2320 - MRI Procedures and Cross-Sectional Anatomy.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II (6)

Intermediate course that reinforces learning obtainted in MRI 110. Topics include: exam preparations, patient care

and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, andd progress toward completion of clinical competency evaluations.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: MRIM 2300 - Orientation and Introduction to MRI with a grade of "C" or better, MRIM 2320 - MRI Procedures and Cross-Sectional Anatomy with a grade of "C" or better, AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with a grade of "C" or better. Corequisite: MRIM 2330 - MRI Physics and Instrumentation AND MRIM 2370 - MRI Review.

MRIM 2370 - MRI Review (3)

Provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquistion for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display and special procedures.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: MRIM 2300 - Orientation and Introduction to MRI with a grade of "C" or better, MRIM 2320 - MRI Procedures and Cross-Sectional Anatomy with a grade of "C" or better, AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with a grade of "C" or better. Corequisite: MRIM 2330 - MRI Physics and Instrumentation AND MRIM 2360 - Magnetic Resonance Imaging Clinical Education II.

MUSC

MUSC 1101 - Music Appreciation (3)

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better. Corequisite: None.

NAST

NAST 1100 - Nurse Aide Fundamentals (6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care. **NOTE: 24 hours of clinical is required by the State in order to pass this class.**

Lecture Contact Hours: 60. Lab Contact Hours: 75. Total Contact Hours: 135. Prerequisite: ALHS 1040, ALHS 1090 with a grade of "C" or better. Corequisite: ALHS 1040, ALHS 1060, ALHS 1090 with a grade of "C" or better.

NAST 2100 - Nurse Aide Accelerated (7)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury. **NOTE: 24 hours of clinical is required by the**

State in order to pass the class.

Lecture Contact Hours: 75. Lab Contact Hours: 75. Total Contact Hours: 150. Prerequisite: None. Corequisite: ALHS 1040 - Introduction to Healthcare OR ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better.

NAST 2105 - Nurse Aide Fast Track (3)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury

Lecture Contact Hours: 75. Lab Contact Hours: 15. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PARA

PARA 1100 - Introduction to Law and Ethics (3)

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Provisional Admission. Corequisite: None.

PARA 1105 - Legal Research and Legal Writing I (3)

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 1110 - Legal Research and Legal Writing II (3)

Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better, AND PARA 1105 - Legal Research and Legal Writing I with a grade of "C" or better. Corequisite: None.

PARA 1115 - Family Law (3)

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1120 - Real Estate Law (3)

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on

practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1125 - Criminal Law and Criminal Procedure (3)

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1130 - Civil Litigation (3)

Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 1135 - Wills, Trusts, Probate, and Administration (3)

Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1140 - Tort Law (3)

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1145 - Law Office Management (3)

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading. Corequisite: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better.

PARA 1150 - Contracts, Commercial Law and Business Organizations (3)

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program level in English and Reading, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues.

Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

PARA 1205 - Constitutional Law (3)

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission, PARA 1100 - Intro to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 1210 - Legal and Policy Issues in Healthcare (3)

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of heath care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: PARA 1100 - Intro to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 1215 - Administrative Law (3)

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rulemaking, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), the students are introduced to the various aspects of such representation.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better. Corequisite: None.

PARA 2205 - Advanced Legal Research and Writing (3)

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1102 - Literature and Composition with a grade of "C" or better, PARA 1110 - Legal Research and Legal Writing II with a grade of "C" or better. Corequisite: None.

PARA 2210 - Paralegal Internship (6)

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last term courses. Corequisite: None.

PARA 2215 - Paralegal Internship II (6)

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: Must be in last term of program. With advisor approval, may take concurrently with last term courses. Corequisite: None.

PCTA

PCTA 1000 - Patient Care Technician/Assistant Fundamentals (3)

The Patient Care Technician/Assistant (PCT/A) course is designed to prepare Certified Nursing Assistants (CNAs) to expand their skills. This comprehensive course combines theoretical knowledge with practical skills to ensure students are well-equipped to provide high-quality care to patients in various healthcare settings. Topics include, Patient Care; Compliance, Safety & Professional Responsibility; Infection Control; Phlebotomy; EKG.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Student must have completed one of the NAST courses listed below and/or hold an active GA-CNA certification in good standing.. Corequisite: None.

PHLT

PHLT 1030 - Introduction to Venipuncture (3)

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

PHLT 1050 - Clinical Practice (5)

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

Lecture Contact Hours: 0. Lab Contact Hours: 225. Total Contact Hours: 225. Prerequisite: PHLT 1030 - Introduction to Venipuncture with a grade of “C” or better. Corequisite: PHLT 1030 - Introduction to Venipuncture with a grade of “C” or better.

PHOT

PHOT 1102 - Visual Theory I (3)

Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical and creative skills. Topics include: photographic processes, technical skills, creative skills, black and white theory, equipment, and tonal control.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PHOT 1103 - Camera Techniques I (3)

Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include: camera operation, exposure control, metering, lens manipulation, and various camera format operations.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PHOT 1105 - Digital Imaging I (3)

Introduces the photographic processes which use digital technology. Topics include: photo digital technology history, digital processes in today's photography market, personal computer basics, introductory Image Manipulation Software, and manipulation of digital photos into print formats.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PHOT 1126 - Portraiture I (3)

Introduces techniques of lighting and posing as applied to professional portraiture. Emphasizes the use of controlled studio lighting and available light portraits. Topics include: available light, 273 studio lighting, posing techniques, portraiture lighting, and portraiture styles and techniques.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PHOT 2103 - Commercial I (3)

Introduces the concepts and techniques applied in commercial and advertising photography. Emphasizes skill development through laboratory activities. Provides instruction in advanced commercial photography. Emphasizes skill development in the use of various commercial lighting and composition techniques. Topics include: commercial lighting, camera techniques, exposure

and metering, safety techniques, advertising principles, advanced commercial composition and lighting, and studio and location set rigging.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

PHYS

PHYS 1110 - Conceptual Physics (3)

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 Composition and Rhetoric AND MATH 1101 Mathematical Modeling OR MATH 1111 College Algebra with a grade of “C” or better. Corequisite: PHYS 1110L - Conceptual Physics Lab OR PHYS 1110L with a grade of “C” or better.

PHYS 1110L - Conceptual Physics Lab (1)

(Course will be accepted when transferred in from another institution with a grade of “C” or better, but may not be offered at this institution.)

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and

systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ENGL 1101 Composition and Rhetoric AND MATH 1101 Mathematical Modeling OR MATH 1111 College Algebra with a grade of “C” or better. Corequisite: PHYS 1110 - Conceptual Physics OR PHYS 1110 with a grade of “C” or better.

PHYS 1111 - Introductory Physics I (3)

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus with a grade of “C” or better. Corequisite: PHYS 1111L - Introductory Physics Lab I.

PHYS 1111L - Introductory Physics Lab I (1)

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus with a grade of “C” or better. Corequisite: PHYS 1111 - Introductory Physics I.

PHYS 1112 - Introductory Physics II (3)

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: PHYS 1111 - Introductory Physics I AND PHYS 1111L - Introductory Physics Lab I . Corequisite: PHYS 1112L - Introductory Physics Lab II .

PHYS 1112L - Introductory Physics Lab II (1)

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: PHYS 1111 - Introductory Physics I AND PHYS 1111L - Introductory Physics Lab I . Corequisite: PHYS 1112 - Introductory Physics II .

PLBG

PLBG 1000 - Introduction to Plumbing (3)

This course provides an introduction to the Plumbing construction trade. The knowledge and skills required to succeed in the Plumbing industry are emphasized. Topics include general safety rules and practices, introduction to construction and the pipe trades, and work ethics, communication, and affective skills and practices.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

PLBG 1005 - Plumbing Fundamentals I (4)

This course introduces the student to the basic elements of the plumbing trade. Topics include introduction to the trade, plumbing safety, tools of the trade, plumbing math, and plumbing drawings.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1015 - Plumbing Fundamentals II (4)

This course continues the introduction of basic plumbing concepts and practices. Topics include plastic pipe, copper tube, cast-iron and steel pipe and fittings, plumbing fixtures, DWV systems, and water distribution systems.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1025 - Intermediate Plumbing I (4)

This course introduces the student to a more in-depth discussion of the components, tools, and procedures of the plumbing trade. Topics include more in-depth plumbing math, reading commercial drawings, structural penetrations, installing and testing TWV systems, and roof, floor, and area drains.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1035 - Intermediate Plumbing II (4)

This course introduces the student to more advanced plumbing applications and techniques. Topics include water supply piping, valves, fixtures, water heaters, basic electrical principles, fuel gas, and fuel oil.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1045 - Advanced Plumbing Concepts I (4)

This course builds upon the basic and intermediate plumbing courses. Topics include applied math, sizing water supply piping, potable water treatment, backflow preventers, and types of venting.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1055 - Advanced Plumbing Concepts II (3)

This course builds upon all preceding plumbing courses, but adds in business practices. Topics include sizing DWV and storm systems, sewage and sump pumps, corrosive-resistant waste pipe, compressed air, water pressure, plumbing codes, business principles, and crew leader skills.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1065 - Specialty Plumb Applications I (4)

This course discusses specialty plumbing applications and systems. Topics include indirect and special waste, hydronic and solar heating systems, servicing piping systems, fixtures, and appliances, private water supply well systems, private waste disposal systems, swimming pools, hot tubs, and plumbing for mobile homes and travel trailers.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1068 - Specialty Plumbing Applications II (3)

This course discusses specialty plumbing applications and systems. Topics include private water supply well systems, private waste disposal systems, swimming pools and hot tubs, plumbing for mobile homes and travel trailers, and medical gas and vacuum systems.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

PLBG 1070 - Physical Science and Mechanics for the Pipe Trades (3)

Explores the science of materials and the mechanics related

to the pipe trades. Topics include: properties and characteristics of water, hydraulics and pneumatics; mechanics; metals, alloys, and synthetics; corrosion; and basic electrical theory.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1160 - Plumbing Drawings (3)

This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1210 - Pipes, Valves, and Fittings (3)

This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1220 - Drainage Systems (3)

Provides an introduction to the treatment, design and materials used in plumbing, drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, and installation of drainage systems.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1240 - Water Supply Systems (3)

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

PLBG 1260 - Plumbing Fixtures and Appliances (3)

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1280 - Gas Piping, Venting, and Appliances (3)

This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1310 - Special Plumbing Systems (3)

This course provides information and instruction in the design, use of materials, and purpose of special plumbing systems. Applicable plumbing codes are also discussed. Topics include special water systems, special drain systems, and boiler and sprinkler systems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1320 - Plumbing Service (3)

Provides instruction in the repair and maintenance of plumbing fixtures, appliances, and systems. There is an emphasis on analysis, problem solving, and planning in performing service work. Bidding, invoicing, and working with the customer are also included. Requirements include 20 hours of demonstration lab. Topics include: plumbing fixtures and controls, appliances, servicing water systems, servicing gas systems, planning service work, bidding and invoicing, and customer relations.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1330 - Plumbing Codes (3)

This course provides an introduction to the plumbing codes for local, national, and international applications. Topics include the history, purpose, and construction of codes, model and international codes, local codes and

amendments, and code applications.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

PLBG 1340 - Pipefitting Tools and Techniques (3)

This course provides introduction in the safe and proper care and use of Pipefitting Specialty Tools and Techniques used in the Pipefitting Trade. Topics include Pipefitting Hand Tools, Pipefitting Power Tools, Motorized Equipment, Rigging Equipment and Practices, Steam Traps, Hangers, and Supports.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1350 - Oxy Fuel Techniques Pipefitter (3)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting for pipefitting purposes. Topics include metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques to include straight line cutting, square shape cutting, piercing and slot cutting, bevels and washing.

Lecture Contact Hours: 23. Lab Contact Hours: 45. Total Contact Hours: 68. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1360 - Threaded Pipe Fabrication (3)

Describes the materials used in threaded piping systems. Explains how to determine pipe lengths between threaded pipe fittings, prepare the pipe and fitting for git-up and assemble the piping systems. Explains the set up die adjustment, and die replacement for hand threaders, hand held threaders, and large power threaders.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1370 - Pipe Fabrication I (3)

Explains pipe installation procedures (fit-up) and guidelines, including the procedures for cast iron, ductile iron, concrete, carbon steel, fiberglass and thermoplastic. Also explains how to secure the work area and determine field run specifications, load weights for erection equipment, and support needs. Above Ground pipe installation identifies various types of pipes, flanges, gaskets, and bolts.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1380 - Pipe Fabrication II (3)

Describes the various specialty devices that are used in pipelines, including bleed rings, ball and expansion joints, measuring devices for temperature, level, flow rate, and pressure; steam traps; drip legs; and desuperheaters. The purpose and function of each type is explained. Also discusses how to lay out and fabricate mitered bends, laterals, wyes, and ninety-degree intersections using tables of ordinates or a calculator.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1400 - Steel Pipe Assembly (3)

Describe the materials used in socket weld piping systems. Explains how to determine pipe lengths between socket weld fittings prepare the pipe and fittings for fir-up, and fabricate socket weld fittings. Describes the materials used in butt weld piping systems. Describes how to select and install backing rings, fabricate channel iron welding jigs, and use and care for welding clamps.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLBG 1500 - Backflow Prevention and Cross-Connection Control (3)

This course provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: PLBG 1000 - Introduction to Plumbing .

PLST

PLST 1000 - Introduction to the Plastics Industry ()

This course provides the student a base foundation of the plastics industry; history of materials, processes, and people that assisted in shaping the modern plastics industry. Topics include history of plastics technology; an overview of procedures for health and safety practices as related to operation of industrial and commercial equipment; various careers related to the plastics industry and related industries that include drafting design,

machining, electronics, computer information systems,networking, and materials management; polymer chemical structures, elementary statistics, and molding processes.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

PLST 1010 - Plastics and Polymers Materials ()

This course provides an introduction to polymers, plastics, additives, fillers and reinforcements commonly used in modern plastics manufacturing. Students will be able to define the different materials classifications and types and review criteria used for material selection and cost estimating as related to design, fit and function of finished goods. Topics include the components of plastics, the physical and mechanical characteristics of commercial plastics, machining and finishing, laminating processes and materials, reinforcing processes and materials, casting processes and materials, expansion processes, and coating processes.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: Program Admission.

PLST 1015 - Plastics and Polymers Materials Testing ()

This course introduces the ASTM (American Standards and Testing Methods) and ISO (International Standards Organization) testing procedures commonly used in the plastics manufacturing industry. Students will conduct physical and mechanical tests in accordance with the different test standards, including pre and post analysis and generating reports. Topics include mechanical properties of plastics, reinforced plastics, electric properties of plastics, optical properties of plastics, thermal properties of plastics, quality control testing to include interpretation of testing, and property application for materials.

Lecture Contact Hours: 15. Lab Contact Hours: 72. Total Contact Hours: 90. Prerequisite: Program Admission and PLST 1000 - Introduction to the Plastics Industry (201614L). Corequisite: PLST 1010 - Plastics and Polymers Materials (201614L).

PLST 1020 - Plastics Manufacturing Processes I ()

This course provides practical theory and application of the study of injection molding, blow molding and extrusion processes. Topics include operational safety, component identification, processing differences within the operational procedures, tooling, and material and design differences for each application within the operational procedures that will include a review of pre and post molding activities for each process.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: PLST 1000 - Introduction to the Plastics Industry (201614L) PLST 1010 - Plastics and Polymers Materials (201614L) PLST 1015 - Plastics and Polymers Materials Testing (201614L). Corequisite: None.

PLST 1030 - Plastics Manufacturing Processes II ()

This course provides advanced theory and application of extrusion processes and thermoforming techniques. Topics include operational safety, component identification, processing differences within the operational procedures, sampling and troubleshooting techniques, tooling, and design differences for each application within the operational procedures that will include machinery maintenance.

Lecture Contact Hours: 15. Lab Contact Hours: 75. Total Contact Hours: 90. Prerequisite: PLST 1000 - Introduction to the Plastics Industry (201614L) PLST 1010 - Plastics and Polymers Materials (201614L) PLST 1015 - Plastics and Polymers Materials Testing (201614L). Corequisite: PLST 1020 - Plastics Manufacturing Processes I (201614L).

PNSG

PNSG 1020 - Pharmacology for Clinical Calculations (2)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

PNSG 1030 - Clinical Nutrition (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

PNSG 1100 - Nursing Fundamentals (7)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

Lecture Contact Hours: 60. Lab Contact Hours: 135. Total Contact Hours: 195. Prerequisite: ALL REQUIRED: Program Admission ALHS 1011 - Structure and Function of the Human Body (201003L) ALHS 1040 - Introduction to Health Care, ALHS 1090 - Medical Terminology for Allied Health Sciences, ENGL 1010 - Fundamentals of English I, MATH 1012 - Foundations of Mathematics, PSYC 1010 - Basic Psychology . Corequisite: None.

PNSG 1120 - Medical Surgical Nursing I (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Lecture Contact Hours: 105. Lab Contact Hours: 0. Total Contact Hours: 105. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: None.

PNSG 1122 - Medical Surgical Nursing Practicum I (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: PNSG 1120 - Medical Surgical Nursing I .

PNSG 1130 - Medical Surgical Nursing II (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Lecture Contact Hours: 105. Lab Contact Hours: 0. Total Contact Hours: 105. Prerequisite: PNSG 1120 - Medical Surgical Nursing I . Corequisite: None.

PNSG 1132 - Medical Surgical Nursing Practicum II (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: PNSG 1120 - Medical Surgical Nursing I AND PNSG 1122 - Medical Surgical Nursing Practicum I . Corequisite: PNSG 1030 - Clinical Nutrition .

PNSG 1600 - Introduction to Pharmacology and Clinical Calculations (3)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills and introduces pharmacological classes. Topics include systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education. After this pharmacology course, students will have completed a minimum of 85 lecture/lab (4250/50min) hours.

Lecture Contact Hours: 10. Lab Contact Hours: 75. Total Contact Hours: 85. Prerequisite: Program Admission. Corequisite: None.

PNSG 1605 - Fundamentals (6)

An introduction to the nursing process and clinical practice, normal body system function, and terminology related to healthcare. Topics include: nursing as a profession; scope of practice; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, history taking, and an introduction to structure, function, terminology associated with healthcare, and physical assessment of body systems; customer/client relationships; standard precautions; activities of daily living; infection control/ blood-borne/ airborne pathogens; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care. At the end of the course, students will have completed a minimum of 66 lecture/lab (3300/50min) hours and 75 clinical (4500/60min) hours.

Lecture Contact Hours: 23. Lab Contact Hours: 133. Total Contact Hours: 156. Prerequisite: Program Admission. Corequisite: None.

PNSG 1610 - Adult Health Nursing I (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include terminology associated with healthcare, structure and function of body systems, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions concerning the cardiovascular, respiratory, and hematological and immunological systems. Clinical topics include but are not limited to hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions about cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Lecture Contact Hours: 23. Lab Contact Hours: 135. Total Contact Hours: 158. Prerequisite: Program Admission. Corequisite: None.

PNSG 1615 - Adult Health Nursing II (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary systems. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Lecture Contact Hours: 23. Lab Contact Hours: 135. Total Contact Hours: 158. Prerequisite: Program Admission. Corequisite: None.

PNSG 1620 - Adult Health Nursing III (6)

Focuses on client care and clinical client care including

using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment,
pharmacology, nutrition and standard precautions with regard to the neurological and sensory systems,
disaster preparedness, emergency response, triage, and bioterrorism. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Lecture Contact Hours: 23. Lab Contact Hours: 135. Total Contact Hours: 158. Prerequisite: Program Admission. Corequisite: None.

PNSG 1625 - Adult Health Nursing IV (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment,
pharmacology, nutrition and standard precautions with regard to the integumentary and musculoskeletal systems and oncology. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. After, this adult health course students will have completed a minimum of 4125/50= 82.5 lecture/lab contact hours and 3750/60=62.5 clinical hour.

Lecture Contact Hours: 23. Lab Contact Hours: 135. Total Contact Hours: 158. Prerequisite: Program Admission. Corequisite: None.

PNSG 1630 - Mental Health Nursing (4)

Presents concepts within the field of mental health nursing and their application to everyday human behavior, thinking, emotion, and communication. Focuses on health management and maintenance and the prevention of illness, care of the mental health patient as a whole, and deviations from the normal state of health. Emphasis is placed on students understanding mental health principles and their application within the context of family, work and social interactions. Topics include an overview of psychological disorders and their treatments; terminology associated with health care, stress and health; health management and maintenance and prevention of illness; care of the mental health patient as a whole, and deviations from the normal state of health in the mental health client; client care, pharmacology, and diet therapy of the mental health client; and standard precautions. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education, displaying cultural competence across the life span and with attention to special populations. At completion of this mental health course, students will have completed a minimum of 75 (3750/50) lecture contact hours and 25 (1500/60) clock hours of mental health-related clinical experience.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: Program Admission. Corequisite: None.

PNSG 1635 - Maternal Nursing (4)

Focuses on maternal and newborn patient care aspects of health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include the function of the human body systems, terminology associated with healthcare, health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the

newborn, and standard precautions. After this maternity course, students will have completed a minimum of 1500/50 (30) lecture and lab contact hours and 3000/60 (50) clock hours of reproductive, maternity, and newborn-related clinical experience.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: None.

PNSG 1640 - Pediatric Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions. After this pediatric course, students will have completed a minimum of 45 (2250/50) lecture/lab contact hours and 25 (1500/60) clock hours of pediatric-related clinical experience.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: None. Corequisite: None.

PNSG 1645 - Practical Nursing Capstone (5)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, group dynamics, professional oral and written communication, and conflict resolution. At completion of this nursing leadership course, students will have completed a minimum of 54 lecture/lab (2700/50 min) hours and 60 clock (3600/60 min) hours of leadership-related clinical experience.

Lecture Contact Hours: 23. Lab Contact Hours: 103. Total Contact Hours: 126. Prerequisite: Program Admission. Corequisite: None.

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

PNSG 2030 - Nursing Fundamentals (6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

Lecture Contact Hours: 60. Lab Contact Hours: 90. Total Contact Hours: 150. Prerequisite: Program Admission. Corequisite: None.

PNSG 2035 - Nursing Fundamentals Clinical (2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2010 - Introduction to Pharmacology and Clinical Calculations AND PNSG 2030 - Nursing Fundamentals with a grade of “C” or better in each course. Corequisite: None.

PNSG 2120 - Pediatric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total

Contact Hours: 60. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: None.

PNSG 2122 - Pediatric Nursing Practicum (1)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: PNSG 2120 - Pediatric Nursing .

PNSG 2130 - Obstetric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: None.

PNSG 2132 - Obstetric Nursing Practicum (2)

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: PNSG 2130 - Obstetric Nursing .

PNSG 2150 - Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: None.

PNSG 2152 - Nursing Leadership Practicum (2)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: ALL REQUIRED: PNSG 1020 - Pharmacology for Clinical Calculations, PNSG 1030 - Clinical Nutrition, PNSG 1100 - Nursing Fundamentals . Corequisite: PNSG 2150 - Nursing Leadership .

PNSG 2210 - Medical-Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special

populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission, PNSG 2035 - Nursing Fundamentals Clinical with a grade of "C" or better. Corequisite: None.

PNSG 2220 - Medical-Surgical Nursing II (4)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2230 - Medical-Surgical Nursing III (4)

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission, PNSG 2220 - Medical-Surgical Nursing II AND PNSG 2320 - Medical-Surgical Nursing Clinical II with a grade of "C" or better in each course. Corequisite: None.

PNSG 2240 - Medical-Surgical Nursing IV (4)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2250 - Maternity Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2255 - Maternity Nursing Clinical (1)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments,

pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Lecture Contact Hours: 0. Lab Contact Hours: 45. Total Contact Hours: 45. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2035 - Nursing Fundamentals Clinical with a grade of "C" or better. Corequisite: None.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2220 - Medical-Surgical Nursing II AND PNSG 2320 - Medical-Surgical Nursing Clinical II with a grade of "C" or better in each course. Corequisite: None.

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client educationand displaying cultural competence across the life spand and with attention to special populations. At the completion of the four part sequence of these medical-

surgical clinical courses students will have completed a minimum of 375 hourse of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskelelatal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2410 - Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Lecture Contact Hours: 15. Lab Contact Hours: 0. Total Contact Hours: 15. Prerequisite: Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course. Corequisite: None.

PNSG 2415 - Nursing Leadership Clinical (2)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course.. Corequisite: None.

POLS

POLS 1101 - American Government (3)

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

POLS 2401 - Global Issues (3)

This course introduces students to contemporary issues in global affairs. It assumes no prior knowledge of international relations. The course examines problems facing the global community, as well as the prospects for governments, individuals, and international groups to address those problems. The course has three broad areas: the global political economy; human development, inequality, and rights; and global institutions and security. Key to all these areas is the role of the United States and other regional powers in world affairs.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

PPFT

PPFT 1010 - Introduction to Industrial Pipefitting (3)

Provides an introduction into pipefitting with an emphasis on basic pipefitting tools and equipment. Topics include an overall orientation of the industrial pipefitting trade, proper use of hand and power tools, use of oxyfuel cutting, types of ladders and safe usage and identifying motorized equipment. Labs reinforce safety, appropriate use of hand tools, power tools, oxyfuel cutting equipment, proper inspection and setup of ladders, and motorized equipment to include prestart checks of operation.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total

Contact Hours: 75. Prerequisite: Program Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1020 - Pipe Systems Installation and Assembly (3)

Provides instruction of various pipe systems, interpret pipe layout diagrams, mathematical specifications for connections. Topics include: various pipe systems and materials; components and specifications for installation; blueprint drawings and detail sheets of specifications; valve installation and operations; mathematical precision for measurement and problem solving, and assembly requirements for threaded pipe fabrication. Labs will demonstrate proficient interpretation of blueprints, installation and assembly of pipe systems to include valve installation and threaded pipe fabrication while choosing appropriate materials for installation.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Program Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1030 - Socket and Butt Weld Pipe Fabrication (4)

Provides instruction on socket and butt weld pipe fabrication and instruction on excavations and underground pipe installation. Topics include: types of sockets, weld and butt weld materials, pipe length determination between socket weld and butt weld fittings, prep and assembly requirements, selection and installation of backing rings, alignment procedures, OSHA standards for shoring materials, shoring systems, hydraulic vertical shore installation, determination of sewer line fall, trenching grade and elevation, backfilling procedures, identification of underground piping materials, classification and installation procedures, and horizontal directional drilling. Labs will demonstrate ability to fabricate socket and butt weld fittings to pipe, proper installation of backing rings, vertical shoring, proper trenching techniques grade elevation of sewer line and backfilling, and use of various types of material for underground piping.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: Program Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1040 - Equipment-Slings and Crane Riggings (3)

Provides instruction on types of rigging equipment, slings and sling angles, use of rigging equipment, rigging crane practices including hazard and safety procedures, load charts and load balancing rigging and lift plan for pipes, standards and codes, conversion tables and right angle trigonometry, application and safety requirements for drain cleaners, man lifts, and cable lifts, and introduction to aboveground pipe installation including components, pipe sleeve installation and floor penetrations. Labs will demonstrate ability to perform safety inspections on rigging equipment and slings, proficient use of rigging equipment including setup, inspection and knot tying, crane operations including hand signaling and proper rigging for pipe lifts, proficient use of equivalents table, right angle trigonometry and ability to calculate takeouts using trigonometry, inspect scissor-type and telescoping boom manlifts, and proper storage of pipe and materials, fabrication of gaskets, flange bolt hole pipe installation and proficiency in floor penetrations and pipe sleeve installation.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1050 - Testing Procedures (3)

Provides instruction on field run specifications, erection equipment specifications, support needs, explanation on how to identify, select, and install pipe hangers and supports, spring can supports, and testing of pipes systems. Topics include: pretest, service flow test, head pressure test, hydrostatic test, and steam blow tests. Labs will focus on proficiency in the procedures for testing of pipe systems including setting up a secure work area, fabrication, erection of vessel trim, installation of concrete fasteners, angle iron bracket fabrication, use of spring can supports, and successful demonstration of pretest requirements, flow test, head pressure test and hydrostatic test.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1060 - Advanced Pipe Fabrication (4)

Provides instruction on advanced blueprint reading and advanced pipe fabrication. Topics include symbols and abbreviation on pipe and instrumentation drawings (PIDs), piping arrangement drawings, ISOs, and spooling sheets, isometric drawings in plan view. Labs focus on proficiency in advanced pipe fabrication using table of ordinates or calculator to create mitered bends, laterals, wyes, ninety-degree intersections and specialty bends and intersections. Labs will also demonstrate ability to draw isometric drawings.

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

PPFT 1070 - Special Piping (4)

Provides instruction related to alignment, steam traps, in-line devices, special piping, hot taps, valve maintenance, and supervisory roles. Topics include various terms, thermal expansion, anchors and cold springing, procedures for stress-relief, grouting, types of misalignments, types of steam traps, various types of in-line specialty devices, purpose and function, assembling pipes made from different materials, methods of assembly, brazing, soldering, use of compression and flared fittings and use of grooved and compression formed methods, hot tap safety and hazards, types of hot taps, valve maintenance, packing and O-rings, troubleshooting, and supervisory roles including cultural differences, gender-based social behavior, legal and ethical situations. Labs will demonstrate proficient flange alignment, proper troubleshooting of steam traps, assembly of copper and plastic tubing, solder and braze joint techniques using copper tubing, use of glass-lined pipe, install grooved pipe coupling, removal and installation of threaded and flanged valves, replacement of O-rings and bonnet gaskets, and proper repacking of a valve.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

PSYC

PSYC 1010 - Basic Psychology (3)

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social psychology.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: All Required Appropriate ENGL/READ Placement Score. Corequisite: None.

PSYC 1101 - Introductory Psychology (3)

Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

PSYC 1150 - Industrial/Organizational Psychology (3)

Emphasizes interpersonal and behavioral skills required in today's business and industry. Topics include an overview of industrial/ organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, and workplace stressors.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

PSYC 2103 - Human Development (3)

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: PSYC 1101 - Introductory Psychology. Corequisite: PSYC 1101 - Introductory Psychology.

PSYC 2250 - Abnormal Psychology (3)

Emphasize the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: PSYC 1101 - Introductory Psychology. Corequisite: None.

RADT

RADT 1010 - Introduction to Radiology (4)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: All Required General Education and Occupational courses with a grade of "C" or better. Corequisite: IMSA 1100 – Clinical Practice & RADT 1030 – Radiographic Procedures I.

RADT 1030 - Radiographic Procedures I (3)

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: All Required General Education and Occupational courses with a grade of "C" or better. Corequisite: IMSA 1100 – Clinical Practice & RADT 1010 – Introduction to Radiology.

RADT 1060 - Radiographic Procedures II (3)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: IMSA 1100 – Clinical Practice with a grade of "C" or better, RADT 1010 – Introduction to Radiology with a grade of "C" or better, AND RADT 1030 – Radiographic Procedures I with a grade of "C" or better . Corequisite: RADT 1065 - Radiologic Science AND RADT 1320 - Clinical Radiography I.

RADT 1065 - Radiologic Science (2)

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: IMSA 1100 – Clinical Practice with a grade of "C" or better, RADT 1010 – Introduction to Radiology with a grade of "C" or better, AND RADT 1030 – Radiographic Procedures I with a grade of "C" or better . Corequisite: RADT 1060 - Radiographic Procedures II AND RADT 1320 - Clinical Radiography I.

RADT 1070 - Principles of Imaging I (6)

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Lecture Contact Hours: 75. Lab Contact Hours: 30. Total Contact Hours: 105. Prerequisite: Program Admission; Pre-requisites Prerequisites for Diploma students are Program Admisstion and MATH 1013/ Prerequsites for Degree students are Program Admission AND MATH 1111. . Corequisite: None.

RADT 1075 - Radiographic Imaging (4)

The content of this course introduces factors that govern and influence the production of the radiographic image using digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high-quality diagnostic radiographic images. Topics include: Image quality (radiographic IR exposure; radiographic contrast; spatial resolution; distortion; grids; image receptors and holders; processing considerations; image acquisition; image analysis; image artifacts; and guidelines for selecting exposure factors and evaluating images within a digital system. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Lecture Contact Hours: 45. Lab Contact Hours: 30. Total Contact Hours: 75. Prerequisite: RADT 1085 - Radiologic Equipment with a grade of "C" or better, RADT 2090 - Radiographic Procedures III with a grade of "C" or better, AND RADT 1330 - Clinical Radiography II with a grade of "C" or better. Corequisite: RADT 1200 - Principles of Radiation Biology and Protection AND RADT 2340 - Clinical Radiography III.

RADT 1085 - Radiologic Equipment (3)

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: RADT 1060 - Radiographic Procedures II with a grade of "C" or better, RADT 1065 - Radiologic Science with a grade of "C" or better, RADT 1320 - Clinical Radiography I with a grade of "C" or better. Corequisite: RADT 2090 - Radiographic Procedures III AND RADT 1330 - Clinical Radiography II.

RADT 1160 - Principles of Imaging II (6)

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities

Lecture Contact Hours: 75. Lab Contact Hours: 30. Total Contact Hours: 105. Prerequisite: RADT 1070 - Principles of Imaging I . Corequisite: None.

RADT 1200 - Principles of Radiation Biology and Protection (2)

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: RADT 2090 - Radiographic Procedures III with a grade of "C" or better, RADT 1085 - Radiologic Equipment with a grade of "C" or better AND RADT 1330 - Clinical Radiography II with a grade of "C" or better. Corequisite: RADT 1075 - Radiographic Imaging AND RADT 2340 - Clinical Radiography III.

RADT 1320 - Clinical Radiography I (4)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: IMSA 1100 – Clinical Practice with a grade of "C" or better, RADT 1010 – Introduction to Radiology with a grade of "C" or better, AND RADT 1030 – Radiographic Procedures I with a grade of "C" or better . Corequisite: RADT 1060 - Radiographic Procedures II AND RADT 1065 - Radiologic Science.

RADT 1330 - Clinical Radiography II (7)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Lecture Contact Hours: 0. Lab Contact Hours: 315. Total Contact Hours: 315. Prerequisite: ALL courses must be completed with a grade of "C" or better: RADT 1060 - Radiographic Procedures II, RADT 1065 - Radiologic Science, RADT 1085 - Radiologic Equipment, RADT 1320 - Clinical Radiography I, AND RADT 2090 - Radiographic Procedures III. Corequisite: RADT 1085 - Radiologic Equipment AND RADT 2090 - Radiographic Procedures III.

RADT 2090 - Radiographic Procedures III (2)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60. Prerequisite: RADT 1060 - Radiographic Procedures II with a grade of "C" or better, RADT 1065 - Radiologic Science with a grade of "C" or better AND RADT 1320 - Clinical Radiography I. Corequisite: RADT 1330 - Clinical Radiography II AND RADT 1085 - Radiologic Equipment.

RADT 2190 - Radiographic Pathology (2)

Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Prerequisites for Degree students are Program Admission, BIOL 2114 and BIOL 2114L; Prerequisites for Diploma students are Program Admission and ALHS 1011. Corequisite: None.

RADT 2201 - Introduction To Computed Tomography (2)

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: RADT 2220 – Computed Tomography Procedures I AND RADT 2250 – Computed Tomography Clinical I.

RADT 2210 - Computed Tomography Physics and Instrumentation (5)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

Lecture Contact Hours: 75. Lab Contact Hours: 0. Total Contact Hours: 75. Prerequisite: RADT 2201 – Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 – Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 – Computed Tomography Clinical I with a grade of "C" or better. Corequisite: RADT 2230 – Computed Tomography Procedures II AND RADT 2265 – Computed Tomography Clinical II.

RADT 2220 - Computed Tomography Procedures I (3)

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: RADT 2201 – Introduction to Computed Tomography AND RADT 2250 – Computed Tomography Clinical I.

RADT 2230 - Computed Tomography Procedures II (3)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: RADT 2201 – Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 – Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 – Computed Tomography Clinical I with a grade of "C" or better. Corequisite: RADT 2210 – Computed Tomography Physics & Instrumentation AND RADT 2265 – Computed Tomography Clinical II.

RADT 2250 - Computed Tomography Clinical I (4)

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: Program Admission. Corequisite: RADT 2201 – Introduction to Computed Tomography AND RADT 2220 – Computed Tomography Procedures I.

RADT 2260 - Radiologic Technology Review (3)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: Patient Care (Patient Interactions and Management), Safety (Radiation Physics, Radiobiology and Radiation Protection), Image Production (Image Acquisition, Technical Evaluation, Equipment Operation and Quality Assurance), and Procedures (Head, Spine, Pelvis, Thorax, Abdomen and Extremities).

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: RADT 1075 - Radiographic Imaging with a grade of "C" or better, RADT 1200 - Principles of Radiation Biology and Protection with a grade of "C" or better, AND RADT 2340 - Clinical Radiography III with a grade of "C" or better. Corequisite: RADT 2360 - Clinical Radiography IV.

RADT 2265 - Computed Tomography Clinical II (4)

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Lecture Contact Hours: 0. Lab Contact Hours: 180. Total Contact Hours: 180. Prerequisite: RADT 2201 – Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 – Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 – Computed Tomography Clinical I with a grade of "C" or better. Corequisite: RADT 2210 – Computed Tomography Physics & Instrumentation AND RADT 2230 – Computed Tomography Procedures II.

RADT 2340 - Clinical Radiography III (6)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Lecture Contact Hours: 0. Lab Contact Hours: 270. Total Contact Hours: 270. Prerequisite: RADT 1085 -

Radiologic Equipment with a grade of "C" or better, RADT 2090 - Radiographic Procedures III with a grade of "C" or better AND RADT 1330 - Clinical Radiography II with a grade of "C" or better. Corequisite: RADT 1075 - Radiographic Imaging AND RADT 1200 - Principles of Radiation Biology and Protection.

RADT 2350 - Clinical Radiography IV (7)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Lecture Contact Hours: 0. Lab Contact Hours: 0. Total Contact Hours: 315. Prerequisite: ALL REQUIRED: RADT 1010 - Introduction to Radiology, RADT 2090 - Radiographic Procedures III, RADT 2340 - Clinical Radiography III . Corequisite: None.

RADT 2360 - Clinical Radiography IV (9)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Lecture Contact Hours: 0. Lab Contact Hours: 405. Total Contact Hours: 405. Prerequisite: RADT 1075 - Radiographic Imaging with a grade of "C" or better AND RADT 1200 - Principles of Radiation Biology and Protection with a grade of "C" or better AND RADT 2340 - Clinical Radiography III. Corequisite: RADT 2260 - Radiologic Technology Review.

RESP

RESP 1110 - Pharmacology (3)

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission, BIOL 2114, BIOL 2114L AND completion of either MATH 1101 or MATH 1111 with a grade of "C" or better. Corequisite: None.

RESP 1120 - Introduction to Respiratory Therapy (3)

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, , humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better. Corequisite: RESP 1130 - Respiratory Therapy Lab I, RESP 1193 - Cardiopulmonary Anatomy and Physiology.

RESP 1130 - Respiratory Therapy Lab I (4)

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

Lecture Contact Hours: 0. Lab Contact Hours: 120. Total Contact Hours: 120. Prerequisite: BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better. Corequisite: RESP 1120 - Introduction to Respiratory Therapy.

RESP 1193 - Cardiopulmonary Anatomy and Physiology (4)

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

Lecture Contact Hours: 30. Lab Contact Hours: 60. Total Contact Hours: 90. Prerequisite: BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better. Corequisite: None.

RESP 1310 - Introduction to Polysomnography (4)

This course is designed to provide training for entry level personnel in the basics of Polysomnography Technology. Topics include: job responsibilities, medical ethics, electrical safety, normal sleep, abnormal sleep, study of sleep, methodology of polysomnography and neurophysiology of sleep.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

RESP 1320 - Polysomnography I (5)

This course involves basic discussion of recording sleep apnea montage. Emphasis is on equipment principles, set-up and operation, associated activity related to normal and abnormal stages of sleep, placement and calibration of the following: (EEG), (EOG), (EMG), Pulse oximetry, and inductive polysomnography. Topics include: aspects of recording montage and recording procedures.

Lecture Contact Hours: 60. Lab Contact Hours: 30. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

RESP 1330 - Polysomnography II (5)

Presentation and discussion of psychomotor practices related to interpretation of polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration, artifact recognition and toubleshooting of sleep montage results. Maintenance of Polysomnography equipment and ancillary equipment. Topics include: artifact recognition, obstructive sleep apnea, sleep related breathing disorders, montages and protocols, scoring polysomnograms, MLST and MWT, and laboratory management.

Lecture Contact Hours: 45. Lab Contact Hours: 60. Total Contact Hours: 105. Prerequisite: None. Corequisite: None.

RESP 1340 - Clinic I (2)

Introduces students to the clinical setting in a sleep laboratory or sleep center. Consists of departmental orientation, policies and procedures, individual mechanics and client transfers. Emphasis on monitoring and working with polysomnographic equipment and monitoring sleep study clients and equipment. Topics include: patient assessment and recording montages.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

RESP 1350 - Clinic II (2)

Provides student with clinical practice related to scoring and interpreting polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration artifact recognition and troubleshooting of sleep montage results, maintenance of Polysomnography equipment and ancillary equipment. Topics include: recording test, CPAP/BiPAP and laboratory management.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

RESP 2090 - Clinical Practices I (2)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission AND RESP 1110 with a grade of "C" or better. Corequisite: Program Admission AND RESP 1110 with a grade of "C" or better.

RESP 2100 - Clinical Practice II (2)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: RESP 2090 - Clinical Practice I with a grade of "C" or better. Corequisite: RESP 2090 - Clinical Practice I with a grade of "C" or better.

RESP 2110 - Pulmonary Disease (3)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: Program Admission, RESP 1110 - Pharmacology with a grade of "C" or better; RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better. Corequisite: RESP 1120 - Introduction to Respiratory Therapy AND RESP 1193 - Cardiopulmonary Anatomy and Physiology.

RESP 2120 - Critical Respiratory Care (2)

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better. Corequisite: None.

RESP 2130 - Mechanical Ventilation and Airway Management (4)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

Lecture Contact Hours: 0. Lab Contact Hours: 120. Total Contact Hours: 120. Prerequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better; RESP 2120 - Critical Respiratory Care with a grade of "C" or better. Corequisite: RESP 2120 - Critical Respiratory Care.

RESP 2140 - Advanced Critical Care Monitoring (1)

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better; RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better. Corequisite: None.

RESP 2150 - Pulmonary Function Testing (1)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total Contact Hours: 30. Prerequisite: RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better. Corequisite: None.

RESP 2160 - Neonatal Pediatric Respiratory Care (3)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better. Corequisite: None.

RESP 2170 - Advanced Respiratory Care Seminar (3)

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: RESP 2120 - Critical Respiratory Care with a grade of "C" or better AND RESP 2130 - Mechanical Ventilation and Airway Management with a grade of "C" or better. Corequisite: None.

RESP 2180 - Clinical Practice III (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: Program Admission, RESP 2100 - Clinical Practice II with a grade of "C" or better. Corequisite: None.

RESP 2190 - Clinical Practice IV (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

Lecture Contact Hours: 0. Lab Contact Hours: 90. Total Contact Hours: 90. Prerequisite: RESP 2180 - Clinical Practice III with a grade of "C" or better. Corequisite: RESP 2180 - Clinical Practice III with a grade of "C" or better.

RESP 2200 - Clinical Practice V (3)

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: RESP 2120 - Critical Respiratory Care with a grade of "C" or better, RESP 2130 - Mechanical Ventilation Airway Management with a grade of "C" or better, RESP 2180 - Clinical Practice III with a grade of "C" or better, AND RESP 2190 - Clinical Practice IV with a grade of "C" or better. Corequisite: RESP 2120 - Critical Respiratory Care with a grade of "C" or better, RESP 2130 - Mechanical Ventilation Airway Management with a grade of "C" or better, RESP 2180 - Clinical Practice III with a grade of "C" or better, AND RESP 2190 - Clinical Practice IV with a grade of "C" or better.

RESP 2220 - Clinical Practice VI (7)

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

Lecture Contact Hours: 0. Lab Contact Hours: 315. Total Contact Hours: 315. Prerequisite: RESP 2190 - Clinical Practice IV with a grade of "C" or better. Corequisite: RESP 2190 - Clinical Practice IV with a grade of "C" or better.

RESP 2270 - Rehabilitation and Home Care (1)

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

Lecture Contact Hours: 0. Lab Contact Hours: 30. Total

Contact Hours: 30. Prerequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of “C” or better. Corequisite: RESP 1120 - Introduction to Respiratory Therapy with a grade of “C” or better.

RNSG

RNSG 1024 - Transitions to Professional Nursing (9)

This course is designed to introduce the transition process of the Licensed Practical Nurse (LPN) and the Licensed Paramedic (EMT-P). Topics in this course include the following: role transition, nursing history, current nursing trends, nursing theories, nursing process, critical thinking, professional roles, nursing responsibilities, nursing standards, nursing research, evidence-based practice, therapeutic communication, patient education, management of client care, legal/ethical considerations in nursing, and health promotion.

Lecture Contact Hours: 195. Lab Contact Hours: 0. Total Contact Hours: 195. Prerequisite: BIOL 2113 - Anatomy and Physiology I (201003L) BIOL 2113L - Anatomy and Physiology Lab I (201003L) BIOL 2114 - Anatomy and Physiology II (201003L) BIOL 2114L - Anatomy and Physiology Lab II (201003L) ENGL 1101 - Composition and Rhetoric (201003L) MUSC 1101 - Music Appreciation (201312L) PSYC 1101 - Introductory Psychology (201312L) PSYC 2103 - Human Development (201003L) courses with a grade of “B” or better. Corequisite: RNSG 1027.831 - Nursing Pharmacology (201612L) courses with a grade of “B” or better.

RNSG 1025 - EMR Documentation (2)

This course focuses on the principles of medical documentation and will also include a review of common medical and surgical terms, diagnoses, and procedures. Electronic medical record systems are introduced and medical record case studies analyzed. Legal aspects of medical records will be explored such as privacy, confidentiality, and security of information in electronic environments. Students will also examine the potential utility of a variety of social networking tools in communicating health-related information.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: All General Education and Occupational courses with a grade of “C” or better. Corequisite: None.

RNSG 1026 - Fundamentals (6)

This course introduces the basic concepts and principles fundamental to nursing practice which include the role of the registered nurse and the nursing process. The nursing student will be introduced to the basic concepts of physiological integrity, psychological integrity, and caring for self. Safe and effective environment will be introduced as the foundation of knowledge used throughout the nursing curriculum. The basic skills training in simulated settings will introduce the use of the skills in a variety of clinical settings. The roles of the nurse as a provider of care, manager of care and member within the discipline serve as the organizing framework for expected student behaviors. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

Lecture Contact Hours: 30. Lab Contact Hours: 165. Total Contact Hours: 195. Prerequisite: All General Education and Occupational courses with a grade of “C” or better. Corequisite: None.

RNSG 1027 - Nursing Pharmacology (3)

This course focuses on the information required to safely administer drugs and monitor the effects of drug therapy. Emphasis will be on dosage calculations and principles of pharmacology including drug actions, interactions, and nursing implications for broad classifications of medications. Students will be expected to apply the nursing process and critical thinking in the administration of prescribed medications, taking a medication history, and in teaching patients about medications in a simulated setting. Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: All General Education and Occupational courses with a grade of “C” or better. Corequisite: None.

RNSG 1028 - Nursing Concepts I (7)

This course introduces the nursing student to nursing concepts and skills related to the care of multicultural individuals with simple acute health problems. Students will reinforce nursing theory and skills taught in the foundational course focusing on the care of individuals with simple acute health problems. Students will reinforce nursing theory and skills taught in the foundational course focusing on the care of individuals/families with common physiological and psychological and psychosocial alterations health. The course further prepares the nursing student to provide safe compassionate, effective, evidence-

based nursing care for adult clients in a variety of health care and simulated settings. Concepts of medical and surgical nursing will be applied through the nursing process to the care of the adult client experiencing simple acute to more complex chronic health problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. Pharmacological concepts are strengthened throughout the course. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

Lecture Contact Hours: 60. Lab Contact Hours: 135. Total Contact Hours: 195. Prerequisite: All General Education and Occupational courses with a grade of "C" or better. Corequisite: None.

RNSG 2025 - Family Nursing (6)

This course focuses on the safe, compassionate, evidenced-based care of women during their reproductive years and of children from birth through adolescence. The promotion of wellness, restoration, and maintenance to the changing needs related to these populations are emphasized. The nursing process will be utilized, incorporating critical-thinking skills in the management of care and education for these patients and their families. Pharmacologic principles as they relate to the obstetrical and pediatric patient will be utilized. Essential nursing science, biophysical, psychosocial, spiritual and culturally sensitive principles will be incorporated. Supervised clinical rotations in inpatient and outpatient facilities as well as obstetric and pediatric simulations will provide the student with opportunities to meet course competency outcomes. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

Lecture Contact Hours: 45. Lab Contact Hours: 135. Total Contact Hours: 180. Prerequisite: All General Education and Occupational courses with a grade of "C" or better. Corequisite: None.

RNSG 2026 - Mental Health Concepts (3)

This course presents sound nursing theory, therapeutic modalities, and clinical applications across the treatment continuum of the mental health client. It provides a foundation for understanding contemporary psychiatric mental health problems and prepares the nursing student for planning and providing safe, compassionate, evidence-based nursing care to clients with mental and neurobehavioral disorders. Emphasis is placed on health promotion, restoration, and maintenance of the client in outpatient and inpatient mental health facilities, as well as adult day care settings. Concepts of mental health nursing will be applied through the nursing process in the care and collaboration of care of the adult client with acute and/or chronic mental health problems. Teaching and learning principles will be incorporated to all aspects of care, including the biophysical, psychosocial, spiritual and cultural aspects. Supervised clinical simulations, inpatient/outpatient hospital rotations, and adult day care interactions will provide the student opportunities to meet course competency outcomes. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: All General Education and Occupational courses with a grade of "C" or better. Corequisite: None.

RNSG 2027 - Nursing Concepts II (7)

This course is a continuation of Concepts of Nursing I, introducing the nursing student to nursing concepts and skills related to the care of multicultural individuals. Students will reinforce nursing theory and skills taught in previous courses focusing on the care of individuals/families with more complex physiological, psychological, and psychosocial alterations in health including emergent and/or life threatening conditions in a variety of health care and simulated settings. Pharmacological concepts are strengthened throughout the course. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

Lecture Contact Hours: 60. Lab Contact Hours: 135. Total Contact Hours: 195. Prerequisite: All General Education and Occupational courses with a grade of "C" or better. Corequisite: None.

RNSG 2028 - Nursing Leadership (5)

This course builds on previous courses, integrating program concepts to provide care for groups of individuals/families exhibiting complex multisystem

disorders in healthcare and community settings. Concepts of advanced medical-surgical nursing will be applied to the care of the client with complex problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. This course is also designed to prepare the student for transition to the role of the professional nurse. The focus is on leadership in nursing care delivery, management techniques and strategies in the care for groups of clients, employment procurement and opportunities and health care policy issues.

Lecture Contact Hours: 15. Lab Contact Hours: 165. Total Contact Hours: 180. Prerequisite: All General Education and Occupational courses with a grade of "C" or better. Corequisite: None.

RNSG 2035 - Capstone Nursing (4)

This course provides associate degree nursing students with an opportunity to enhance their abilities in the areas of nursing concepts to be more successful on the NCLEX-RN examination. This course also thoroughly prepares the nursing students to take the NCLEX-RN licensure exam by integrating an online NCLEX-RN review course. The topics addressed include but are not limited to the following: health assessment, theoretical and technical foundations of nursing, nursing principles of pharmacy, as well as the promotion of mental health, obstetrics, pediatrics, and medical surgical care.

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: RNSG 1025 - Electronic Medical Records Documentation (201612L) RNSG 1026 - Fundamentals (201612L) RNSG 1027 - Nursing Pharmacology, RNSG 1028 - Nursing Concepts I, RNSG 2025 - Family Nursing, RNSG 2026 - Mental Health Concepts, RNSG 2027 - Nursing Concepts II. Corequisite: RNSG 2028 - Nursing Leadership .

SCMA

SCMA 1000 - Introduction to Supply Chain Management (3)

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivering goods and services to customers. The course will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization. Topics include: Introduction to SCM, E-Commerce, Material Management, Information Technology, Measuring SCM performance, Purchasing and Distribution, and Research and Case Studies.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

SCMA 1003 - Introduction to Transportation and Logistics Management (3)

Businesses today cannot be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: None.

SCMA 1015 - E-Commerce in Supply Chain Management (3)

Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: None. Corequisite: SCMA 1000 - Introduction to Supply Chain Management with a grade of "C" or better.

SCMA 2103 - Supply Chain Management Concepts (3)

Logistics and Supply Chain Management today represents a great challenge as well as a tremendous opportunity for most firms. This course will view the supply chain from the point of view of a front-line supervisor. Logistics and Supply Chain Management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total

Contact Hours: 45. Prerequisite: Successful completion of at least five first year (1000, 1003, 1010, 1015, 1020) LOGI AND SCMA courses. Corequisite: None.

SCMA 2106 - Key Issues in the Global Integrated Supply Chain (3)

This course examines the issues and challenges a corporation faces in designing and implementing a globally integrated supply chain. Topics include social responsibility in the supply chain, geo-political impacts, outsourcing and off shoring of supply chain functions, and how companies manage risk in their supply chains.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Successful completion of at least five first year (1000, 1003, 1010, 1015, 1020) LOGI AND SCMA courses. Corequisite: None.

SCMA 2200 - Capstone/Case Studies in Logistics Management (3)

Capstone course that prepares students for entry level positions in the field of logistics and supply chain management through case studies, project management, and presentations.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: LOGI 1000 - Business Logistics with a grade of "C" or better, LOGI 1010 - Purchasing with a grade of "C" or better, LOGI 1020 - Materials Management with a grade of "C" or better, SCMA 1000 - Introduction to Supply Chain Management with a grade of "C" or better, SCMA 1003 - Introduction to Transportation and Logistics Management with a grade of "C" or better, AND SCMA 1015 - E-Commerce in Supply Chain Management with a grade of "C" or better. Corequisite: None.

SOCI

SOCI 1101 - Introduction to Sociology (3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test. Corequisite: None.

SOCI 2600 - Introduction to Social Problems (3)

This course will provide an in-depth study of current social problems such as poverty, unemployment, race relations, environmental concerns, deviance, drugs and crime, social inequality, and global threats. Emphasis is on causes, consequences, policy, and possible solutions to these problems.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test. Corequisite: None.

SPAN

SPAN 1101 - SPAN (3)

Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Placement Test Score. Corequisite: None.

SPAN 1102 - SPAN (3)

Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate Placement Test Scores.

SPCH

SPCH 1101 - Public Speaking (3)

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: Appropriate degree level writing (English) and Reading placement test. Corequisite: None.

SURG

SURG 1010 - Introduction to Surgical Technology (8)

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Lecture Contact Hours: 60. Lab Contact Hours: 90. Total Contact Hours: 150. Prerequisite: Program Admission. Corequisite: None.

SURG 1020 - Principles of Surgical Technology (9)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Lecture Contact Hours: 75. Lab Contact Hours: 90. Total Contact Hours: 165. Prerequisite: Program Admission. Corequisite: None.

SURG 1080 - Surgical Microbiology (2)

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

SURG 1100 - Surgical Pharmacology (2)

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

Lecture Contact Hours: 15. Lab Contact Hours: 30. Total Contact Hours: 45. Prerequisite: Program Admission. Corequisite: None.

SURG 1120 - Surgical Technology Clinical I (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 0. Prerequisite: Program Admission. Corequisite: None.

SURG 1130 - Surgical Technology Clinical II (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include:

general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

SURG 2030 - Surgical Procedures I (4)

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopaedic surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

SURG 2040 - Surgical Procedures II (4)

to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Lecture Contact Hours: 60. Lab Contact Hours: 0. Total Contact Hours: 60. Prerequisite: Program Admission. Corequisite: None.

SURG 2110 - Surgical Technology Clinical I (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count toward the minimum of 120 total cases.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

SURG 2120 - Surgical Technology Clinical II (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive

surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

SURG 2130 - Surgical Technology Clinical III (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

SURG 2140 - Surgical Technology Clinical IV (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 135. Total Contact Hours: 135. Prerequisite: Program Admission. Corequisite: None.

SURG 2150 - Surgical Technology Clinical VI (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Lecture Contact Hours: 0. Lab Contact Hours: 0. Total Contact Hours: 135. Prerequisite: SURG 2130 - Surgical Technology Clinical IV . Corequisite: None.

SURG 2240 - Seminar in Surgical Technology (2)

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

Lecture Contact Hours: 30. Lab Contact Hours: 0. Total Contact Hours: 30. Prerequisite: Program Admission. Corequisite: None.

THEA

THEA 1101 - Theatre Appreciation (3)

Explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance

component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theatre as a basic human endeavor.

Lecture Contact Hours: 45. Lab Contact Hours: 0. Total Contact Hours: 45. Prerequisite: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better. Corequisite: None.

WELD

WELD 1000 - Introduction to Welding Technology (4)

This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, Oxyacetylene welding, and Welding career potentials.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: None. Corequisite: None.

WELD 1005 - Welding and Cutting Fundamentals (3)

This course introduces the student to basic welding and cutting techniques. Topics include welding safety, Oxyfuel cutting, Plasma Arc cutting, Air Carbon Arc cutting and gouging, base metal preparation, and weld quality requirements. This course aligns with select modules found in NCCER Levels I and II welding curricula.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1007 - Welding Technology Fundamentals (3)

This course introduces the student to basic welding and cutting techniques. Topics include welding safety, Oxyfuel cutting, Plasma Arc cutting, Air Carbon Arc cutting and gouging, base metal preparation, and weld quality requirements.

Lecture Contact Hours: 15. Lab Contact Hours: 60. Total Contact Hours: 75. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1015 - Shielded Metal Arc Welding I (4)

This course is the first of two courses dedicated to Shielded Metal Arc Welding procedures. Topics include SMAW equipment and setup, electrodes, beads and fillet welds. This course aligns with modules found in NCCER Level I welding curriculum.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1025 - Shielded Metal Arc Welding II (3)

This course is the second in a series of Basic Shielded Metal Arc welding practices. Topics include joint fit-up and alignment, groove welds with backing, and open V-groove welds. This course aligns with select modules found in NCCER Level I welding curriculum.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1030 - Blueprint Reading for Welding Technology (4)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

Lecture Contact Hours: 45. Lab Contact Hours: 45. Total Contact Hours: 90. Prerequisite: None. Corequisite: WELD 1000 - Introduction to Welding Technology (201612L).

WELD 1035 - Gas Metal and Flux-Cored Arc Welding (4)

This course covers the fundamentals of Gas Metal Arc Welding (GMAW) and Flus Cored Arc Welding (FCAW). Topics include Equipment and filler metals and plate welding. This course aligns with select modules found in NCCER Level II welding curricula.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1037 - GMAW and FCAW Welding (4)

This course covers the fundamentals of Gas Metal Arc Welding (GMAW) and Flus Cored Arc Welding (FCAW). Topics include welding symbols and print reading, metal characteristics, pre-heating and post-heating of metals, equipment and filler metals, and plate welding.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120. Prerequisite: Provisional Admission. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1045 - Gas Tungsten Arc Welding I (3)

This course provides an overview of gas tungsten arc welding(GTAW). Topics include welding safety, power

sources, electrodes, equipment, GTAW torches, filler metals, equipment setup and plate welding. This course aligns with select modules found in NCCER Level II welding curricula.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1055 - Shielded Metal Arc Welding Pipe Welds (3)

This course explains how to set up shielded metal arc (SMAW) equipment for open-root V -groove welds on carbon steel pipe. This course aligns with select modules in NCCER Level III welding curricula.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1065 - GMAW and FCAW Pipe Welds (4)

This course explains how to set up gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) equipment for open-root V-groove welds. It includes procedures for open-root V-groove welds with GMAWE and FCAW equipment on pipe in a variety of positions. This course aligns with select modules found in NCCER Level III welding curricula.

Lecture Contact Hours: 30. Lab Contact Hours: 90. Total Contact Hours: 120. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1075 - Gas Tungsten Arc Welding Pipe Welding (4)

This course explains how to prepare GTAW equipment for open-root V-groove welds on carbon steel and stainless steel pipe in all positions.

Lecture Contact Hours: 15. Lab Contact Hours: 120. Total Contact Hours: 135. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1085 - SMAW Stainless Steel Groove Welds (3)

This course explains how to make SMAW open-root V-groove welds on stainless steel plate and pipe in all positions. This course aligns with select modules found in NCCER Level 3 welding curricula.

Lecture Contact Hours: 15. Lab Contact Hours: 90. Total Contact Hours: 105. Prerequisite: None. Corequisite: COFC 1080 - Construction Trades Core.

WELD 1125 - GMAW and GTAW Aluminum Plate Welds (3)

This course introduces the student to aluminum plate welding techniques using Gas Metal Arc Welding (GMAW)and Gas Tungsten Arc Welding (GTAW) equipment. Topics include aluminum metallurgy, equipment set up and use, aluminum wire, shielding gas, and fillet and V-groove welds.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: None. Corequisite: None.

WELD 1150 - Advanced Gas Tungsten Arc Welding I (3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Lecture Contact Hours: 30. Lab Contact Hours: 45. Total Contact Hours: 75. Prerequisite: WELD 1000 - Introduction to Welding Technology (201003L). Corequisite: None.

WELD 1151 - Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Lecture Contact Hours: 30. Lab Contact Hours: 30. Total Contact Hours: 60. Prerequisite: WELD 1030 - Blueprint Reading for Welding Technology . Corequisite: None.

WELD 1152 - Pipe Welding (3)

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

Lecture Contact Hours: 30. Lab Contact Hours: 75. Total Contact Hours: 105. Prerequisite: WELD 1000 - Introduction to Welding Technology . Corequisite: None.

WELD 1330 - Metal Welding and Cutting Techniques (2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Lecture Contact Hours: 15. Lab Contact Hours: 45. Total Contact Hours: 60.

Adult Education

Adults who desire to increase their basic skill levels in reading, mathematics, writing, or English language (ESL) may enroll in the Adult Education program at no cost. This competency-based program offers students the opportunity to increase their basic skills, to learn the English language, to pass the GED® or the High School Equivalency Test, to increase their skills prior to enrolling in a credit program of study if they have not taken the college admissions examination, and to participate in transitional services for post-secondary enrollment and job readiness including integrated educational training and apprenticeships.

Applicants must be at least 18 years of age to enroll; however, special permission may also be granted to applicants aged 16 and 17 if certain requirements are met. Call the Adult Education office for more information.

Adult Basic Education

Morning, afternoon, and evening classes are offered in person and afternoon classes have a hybrid option in the following subject areas:

Reading, writing, math, science, and social studies to prepare students to take the GED® or HISET exam.

Classes are held in Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, and Upson Counties.

There are no fees for Adult Education classes, and books are provided for use in the classroom at no charge.

English as a Second Language (ESL)

English language classes are available for participants who have a primary language other than English. These classes provide assistance with speaking and understanding the English language. Classes have a primary focus on conversational English. Employment-related language skills are also available.

ESL classes are available in person at the Adult Education locations in Fayette, Henry, and Spalding Counties and an online option is available for the afternoon classes.

GED® Test

Approved by the Commission on Accreditation Service Experiences, a unit of the American Council on Education, Southern Crescent Technical College has three designated test centers for the administration of the GED® test: Southern Crescent Technical College, Griffin Campus and the Flint River Campus in Thomaston and the Henry County Center in McDonough. There are four sections on the GED® test. The total cost for the four-part test is $160 or $46 for each part.

GED testing is completed on a computer in our Pearson-Vue labs in Griffin, Henry, and in Thomaston. Computer-based testing provides the benefit of the use of technology that is required for post-secondary education and for many jobs. Information about GED testing can be obtained by contacting one of our Adult Education locations and by visiting www.ged.com.

Eligibility, requirements, and registration information are available at all Adult Education locations: www.sctech.edu/adult-education

Students may schedule a test using online registration at www.ged.com, or by calling 877-EXAM-GED or 877-392-6433.

High School Equivalency Test (HiSET)

The HiSET® exam is one of three tests (GED, HiSET, and TASC) U.S. states and territories use to measure high school equivalency (HSE) skills. Educational Testing Services (ETS) works closely with states to ensure the HiSET® exam closely reflects the skills of a high school graduate and to provide a fair, rigorous exam.

The HiSET® exam is made up of five subtests: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies. The total cost is $155.00 or $31.00 for each part. The five subtests vary from 65 – 120 minutes. The Language Art – Writing subtest is multiple choice with an essay prompt, while the remaining subtests are only multiple choice. The questions reflect College and Career Readiness Standards to ensure that you are prepared for employment and/or post-secondary education once you have earned your credential. Eligibility, requirements, and registration information are available at all Adult Education locations: www.sctech.edu/adult-education. Testing scholarships are often available for students enrolled in the Adult Education program who are meeting program-specific criteria and who express a financial need.

Visit https://hiset.org/ to set up your HiSET® account and schedule your exam.

Certified Literate Community Project (CLCP)

The Certified Literate Community Program is a community non-profit collaborative that promotes, supports, and enhances literacy efforts locally. Communities participating in the program analyze community needs, create awareness of the needs, ensure that learning opportunities are offered and evaluate progress so that the majority of citizens needing to improve their skills are able to do so within a specified time period. Networks are formed to coordinate business, church, volunteer, social service, local government and schools, media and other efforts in the community to reach, influence and support those who want to improve their education.

Participating communities with the Southern Crescent Technical College service delivery area are as follows:

- Spalding – established in 1991

For more information, contact the local Adult Education office in each respective county.

Economic Development

The Economic Development Division at Southern Crescent Technical College offers education and training opportunities to enable participants to develop necessary skills to further their career goals.

Through business and industry support programs, Economic Development services aid in the creation and retention of jobs by supporting existing companies, employees, and new companies coming to the area. Economic Development programs also assist employers in attracting potential employees with the basic skills needed to be productive, successful workers for their companies. Programs and services are available in each service area county: Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, and Upson counties.

Business and Industry

Business and Industry services foster growth and development of area businesses and industries by providing high-quality consulting and customized training services that focus on continuous workforce improvement and development; coordinating state economic development programs and services for existing, expanding, and new companies; and providing job profiling and assessment services to employers. Available services include skills assessment and training for entry-level personnel, training to improve intermediate skills, and advanced or customized training in mechanical, electrical, computer, warehousing, and customer service. Consulting extends to working with company leadership to develop and implement world-class business strategies, drive organizational change, select and implement best practices, and develop networks with local leaders.

Continuing Education

Southern Crescent Technical College develops continuing education courses in response to special educational demands and requests of citizens, professional and business groups, and other organizations. Students may take a variety of short, non-credit courses designed for professional growth and development, personal enrichment and/or recreation. Most programs are offered as short courses, seminars, or workshops at various times and locations that fit one's busy schedule.

Brief listing of Courses Offered through Economic Development:

CDL

- Commercial driving refresher course
- Commercial driving prep course

Computers

- Intro to Windows
- Microsoft Access
- Microsoft Excel I, II, & III
- Microsoft PowerPoint
- Microsoft Word

CPR/First Aid/AED/Bloodborne Pathogens

- Certification

Drivers' Education

- 36 hour Joshua's Law Course

Forklift

- OSHA certification on campus or on-site

Leadership

- Conflict Resolution
- Team building
- Peer Yesterday Leader Today
- Leadership Overview
- Communication Skills for Leaders
- Effective Delegation
- Problem Solving

Customer Service

- Positive Image
- Face to Face
- Work Ethic
- Working Together

Six Sigma

- Lean/5S
- Green Belt
- Black Belt

License Renewal

- Commercial Pesticide Contractors
- Electrical Contractors

Technical

- Electrical safety
- Hydraulics and pneumatics
- Industrial Electrical Controls
- Motor control
- PLC
- OSHA

Online Courses

- ED2GO http://www.ed2go.com/sctech
- Career Training https://careertraining.ed2go.com/sctech/

Testing

- Georgia Pest Control
- PSB
- TEAS VI
- ACT Work Keys

WorkKeys

As an American College Testing (ACT) **WorkKeys®** Service Center, the Economic Development division can provide skills assessment and instructional support. Call for further information or to set up an appointment.

Refund Policy for Continuing Education

A refund will be given only if you notify the Continuing Education department at least 72 hours prior to the first day of class. Failure to attend the first day of class does not constitute cancellation of your registration.

Faculty and Staff Directory

Office of the President

Irvin T. Clark, III, Ed.D.	***President***
Kimberly Santerre	Executive Administrative Assistant
Kim Dewinter	***Interim Executive Director of Marketing and Public Relations***
Vacant	Web Developer
Samantha Willis	Media Center Coordinator

Institutional Advancement

Candice Buckley	***Interim Vice President, Institutional Advancement***
Jean Mills	Coordinator, Institutional Advancement

Office of Executive Vice President

Xenia Johns, D.P.A.	**Executive Vice President and Vice President of Campus Operations**
Donna Boisseau, MS. Ed	**Executive Director, Equity from Start to Finish Project/Grant Administrator**
Angela Bates	Director, Equity from Start to Finish Project
Kelby Lamar, Ed. D	**Director, Keen on Being Excellent (K.O.B.E.) Project**
Lemuel (Lemy) Mercado, M.P.A.	***Chief, Campus Police***
Jeffery Little	Campus Police, Lieutenant
Andrea McDowell	Campus Police, Coordinator
Jody Alford	Campus Police Officer
George Little	Campus Police Officer
Derrick Little	Campus Police Officer
Andrew Nixon	Campus Police Officer
Eben Risper	***Assistant Director of Student Services***
Mary Jackson	Special Services and Special Populations Coordinator-Flint
Teresa Brooks	Special Services/Interpreter Coordinator-Griffin
Kristin Durham	Student Activities Coordinator
Donald Hardy	***Athletic Coordinator***
Nathan Suddeth	Head Soccer Coach
James Walden	Women's Head Athletic Coach
Shekinah Alexander	Women's Assistant Athletic Coach
David Harrison	Men's Assistant Athletic Coach
Sonia James	***Student Success Technology Coordinator***
Adessa Green	***Apprenticeship Manager***

Academic Affairs

Kim Register	***Vice President, Academic Affairs***
Linda Henley	Administrative Operations Specialist
Brianna Mercer	Administrative Operations Specialist

First Responder Programs

Lemuel (Lemy) Mercado	***Dean of First Responder Programs***	***M.P.A., Columbus State University***
Rosanna Dove	***Department Chair, First Responder Programs***	***M.P.A., Columbus State University***
Michael Claman	Criminal Justice	M.P.A., Columbus State University
James Mitchell	Criminal Justice	M.S., Arizona State University
Julie Gates	Forensic Science	M.P.A., Columbus State University
James Anderson	Paramedicine	M.S., Walden University
Donald Bartlett	Paramedicine	A.A.S., Georgia Perimeter College
Kelly Cooper	Paramedicine	B.S. University of Georgia
Donald Musgrave	Paramedicine	M.H.A., University of Phoenix

Arts and Sciences, Business, CIS and Professional Services Programs

Sean Brumfield	***Associate VP, Academic Affairs and Dean, Arts & Sciences, Business, CIS, and Professional Services***	***Ed.D., University of Georgia***
Christy Coker	**QEP and Curriculum Management Director**	**B.S., Columbus State University**
Kathleen Mayer	**Associate Dean, Arts & Sciences, Business, CIS, and Professional Services**	**M.S., University of North Carolina at Wilmington**
Janis Phillips	Administrative Assistant II	
Michael Cook	***Department Chair, Business***	**Ed.D., University of Georgia**
Kwabena Banahene	Accounting	D.B.A., Argosy University
Mary Hankinson	Accounting	M.S., Keller University
Frank Amaro	Business Management	Ph.D., Capella University
Karla Weaver	Business Technology	M.A., University of Phoenix
Charity Adams	Business Management	M.B.A., Walden University
Kimberly Johns	Logistics & Supply Chain	M.S., Georgia College and State University
Gordon Carns	**Department Chair, Computer Information Systems**	**B.S., Mercer University**
Mark S. Avery	Introduction to Computer Literacy	M.B.A., Walden University
Rahul Reddy Anugu	Computer Information Systems	M.S., California State University
Charles Cash	Computer Information Systems	M.S., Mercer University
Brad Jester	***Department Chair,***	***M.B.A.,***

	Humanities and Social Sciences	***Northcentral University***
Karen Burke	Biology	Ph.D., Tennessee State University
Jerry Hubbard	Biology	M.D., St. Matthew's University School of Medicine
C. Maloof	Biology	M.D., Belize Medical School
Celeste Matthews	Biology	D.V.M., University of Georgia
Chibuzor C. Nwankwo	Biology	M.D., Medical University of the Americas
Angeline Bullington	English	M.A. University of West Georgia
Martina Hayes	English	M.A., Cleveland State University
J. Joel Stancliff	English	M.A., University of Mississippi
Brittany Varga	English/Humanities	M.A., Georgia College and State University
Tina Venus	English	Ph.D., University of Maryland
Evangeline Wright	English	M.A., Liberty University
Pierre J. Dolcine	Mathematics	Ed.S., Piedmont College
Casey Bindas	Mathematics	M.S., Michigan Technological University
Nam K. Lee	Mathematics	M.S., Long Island University at C.W. Post Campus
Margaret Wilson	Mathematics	M.S., Clayton State University
Debra D. King	Psychology	Ed.D, Argosy University
Damon McCoy	Psychology	Ed.D, Argosy University
Brandy Tyson	Psychology	Ph.D. Walden University
Adam Grubbs	***Interim Department Chair, Professional Services***	**J.D., Rutgers University**
Chef Ciarra Campbell	Culinary Arts	AAS, Southern Crescent Technical College
Chef Carolyn Fludd	Culinary Arts	B.S., Hampton University
Chef Daniel Krinsky	Culinary Arts	A.A., Georgia Perimeter College
Diane McHughes	Early Childhood Care and Education	Ed.S., West Georgia
Adam Grubbs	Paralegal Studies	J.D., Rutgers University

Allied Health and Cosmetology Programs

Vacant	***Dean, Allied Health and Cosmetology***	
Christy Smith	***Department Chair, Allied Health***	
Christopher Booth	Computed Tomography	B.S., ***American Intercontinental University***
Luz Marina Ibarra	Program Coordinator, Dental Assisting	D.D.S., Universidad Centra de Venezuela
Tiffany Purmort	Dental Assisting	B.S., Medical College of Georgia
Janice Bush	Program, Coordinator, Cardiovascular	M.S., Ed., Walden University

Jessica S. Smith	Clinical Coordinator, Cardiovascular	B.S., Oregon Institute of Technology
Robert Hires	Program Coordinator, Phlebotomy	M.P.H., Madison University
Shannor Huff	Phlebotomy	M.S., Strayer University
Selena Jones	Hemodialysis/Phlebotomy	T.C.C., Southern Crescent Technical College
Miling Belvin	Medical Assisting	A.S., University of Arkansas - Grantham
Mettie Hogan	Medical Assisting	Diploma, Southern Crescent Technical College
Ambre Adams	***Department Chair, Nursing***	**M.S.N., Western Governor's University**
Samantha Bell	Associate of Science in Nursing	M.S.N., Grand Canyon University
Brittani Reheiser	Associate of Science in Nursing	B.S.N., Albany State University
Stephanie Rogers	Associate of Science in Nursing	M.S.N., Walden University
Nicole Williams	Associate of Science in Nursing	M.S.N., Walden University
Denise Eady	Practical Nursing	A.S.N., Gordon State College
Shelly Leidig	Practical Nursing	A.S.N., Gordon State College
Katherine Richman	Practical Nursing	A.S.N., Southern Crescent Technical College
Sherry Turpin	Practical Nursing	A.S.N., Southern Crescent Technical College
Vicky Mack	**Program Coordinator, Nurse Aide / Patient Care Assistant**	**M.S.N., South University**
Kimberly Crawley	Nurse Aide / Patient Care Assistant	Diploma, Griffin Technical College
Saundra Golden	Nurse Aide / Patient Care Assistant	B.S.N., University of Mobile
Wendy Jackson	Nurse Aide / Patient Care Assistant	Diploma, Griffin Technical College
Joann Middlebrooks	Nurse Aide / Patient Care Assistant	Diploma, Griffin Technical College
Carmell Murray	Nurse Aide / Patient Care Assistant	B.S.N., Gordon State College
Charquela Sebede	Nurse Aide / Patient Care Assistant	Diploma, Griffin Technical College
Dana Breeser	**Program Coordinator, Radiologic Technology**	**M.H.A. / ED, University of Phoenix**
Riedetta M. Dailey	Respiratory Technology	Ed.D., Cambridge College
Amy Hadley	Allied Health Science and Radiology Technology	B.S., Boise State
Tiffany Whitley	Magnetic Resonance Imaging (MRI)	M.S.R.S., Midwestern State University
Duane	**Program Coordinator,**	**Ed.D.,**

Reed	**Respiratory Technology**	**Walden University**
Tammy Hatcher	**Program Coordinator, Central Sterile Supply Processing and Endoscope Reprocessing Technician**	**M.A., Liberty University**
Santedra Wright	**Program Coordinator, Surgical Technology**	**A.A.S., Southern Crescent Technical College**
Christopher Boddie	Surgical Technology	Diploma, Southern Crescent Technical College
Sallie Anderson	Allied Health Science	Diploma, Atlanta Technical College
Benson Bradley	Allied Health Science	B.S., Saint Leo University
Susan Fisher	Allied Health Science	B.S., Columbus State University
Rasheeda McNeal	Allied Health Science	B.S., Mercer University
Matthew Deutscher	Allied Health Science	Ph.D., Life University
Holley Carroll	Allied Health Science	M.S., University of North Carolina
Bradley Webber	Allied Health Science	Ph.D., University of Miami
Rachel Webber	Allied Health Science	A.S.N., Gordon College
Shayla Wells	Allied Health Science	A.S., Southern Crescent Technical College
Kimberly Rawlins	**Program Coordinator, Cosmetology /Esthetics**	**A.A.S., Gordon State College**
Susan E. Allen	Cosmetology	Diploma, Flint River Technical College
Wendy Anderson	Cosmetology	Diploma, Southern Crescent Technical College
Angela Conroy	Cosmetology	Diploma, Empire Beauty School
Christle Ellington	Cosmetology	Diploma, Flint River Technical College
Kelly Evans	Cosmetology	Diploma, Griffin Technical College
Alesia Hines	Cosmetology	Diploma, Flint River Technical College
Patricia Neal	Cosmetology	Diploma, Griffin Technical College
Lori Summeral l	Cosmetology	Diploma, Arnold Patrick's University of Cosmetology

Technical and Industrial Programs

Drew Todd	***Interim Dean, Technical and Industrial Programs***	***Ed.D., University of Georgia***
Julio Pinero	**Program Coordinator, Air Conditioning Technology**	**B.S., Southern Illinois University**
Allen	**Program**	

McChargue, ASE	**Coordinator, Automotive Technology**	
Arnold Cobb, ASE	Automotive Technology	A.A.S., Clayton State University
Seth Massey	Automotive Technology	A.A.S., Georgia Piedmont Technical College
John Wing	**Program Coordinator, Automotive Collision Repair**	Diploma, Travis Technical Center
Billy M. Elliott, Jr., LMP	**Program Coordinator, Carpentry and Construction Management, Plumbing and Pipefitting Technology**	**A.A.S., Southern Crescent Technical College**
Ben Naggatz, CDL	**Program Coordinator, Commercial Truck Driving**	
Stuart Harris, CDL	Commercial Truck Driving	Westchester Community College
John Kearns, CDL	Commercial Truck Driving	
Edward Boronkas, ASE Master Truck Certification	**Program Coordinator, Diesel Equipment**	
John W. Balser, ASE	Diesel Equipment	A.A.S., Griffin Technical College
William T. Woodall	**Program Coordinator, Electrical Systems Technology**	**Diploma, Griffin Technical Colle**ge
Bethany Harris	**Program Coordinator, Environmental Horticulture**	**Ed.D., University of Georgia**
James Perkins	***Program Coordinator, Film Technology***	B.S., Eastern New Mexico University
Sean Van Dorn	Film Technology	B.S., Clark Atlanta University
Mahmood Azhar	**Program Coordinator, Industrial Systems/Mechatronics**	**Ph.D., University of South Florida**
Richard Hickmon	Industrial Systems/Mechatronics	A.A.S. West Georgia Technical College
Keith Smith	**Program Coordinator, Precision Machining and Manufacturing Technology**	**A.A.S., Gordon State College**
Robin Eckhardt	**Program Coordinator, Small Unmanned Aircraft Systems**	**Certificate, Pilot-Federal Aviation Administration**
Chris Patterson, CAWI, CWE	**Program Coordinator, Welding and Joining Technology**	**Diploma, Griffin Technical College**
Wesley Barron	Welding and Joining Technology	**Diploma, Southern Crescent Technical College**
Heather Howell	Welding and Joining Technology	**Diploma, Southern Crescent Technical College**
Jeremy Wright	Welding and Joining Technology	**Diploma, Southern Crescent Technical College**
Charlie Armour	**Program Coordinator, Civil Engineering**	**BS, Georgia Institute of Technology,**

		Ed.S., Georgia Southern

Online Learning

Jennifer Edwards	***Director, Online Learning***	***Ed.D., University of Georgia***
Amy Mays	Instructional Design Specialist	

Tutoring Center

Lori Pitts	***Coordinator, Tutoring Center***	***M.S., University of Georgia***

Library Services

Griffin Campus:

Denise Barbour	***Director, Library and Media Services***	*MLIS. Clark Atlanta University*
Carrie Darden-Mitchell	Librarian	MLIS, Valdosta State University
Hannah Dunn	Librarian	MLIS, University of Alabama
Autumn Pirone	Library Assistant - PT	BA, California State University Long Beach
Robert McKnight	Library Assistant - PT	BA, University of Southwestern Louisiana

Henry Campus:

Taneka Dixon	Librarian - PT	MLIS, University of South Carolina

Flint River Campus:

Cynthia Blunt	Librarian	MLIS, San Jose State University
Willow Squires	Library Assistant - PT	AS, Georgia Military College

Adult Education

Steve Hendrix	***Vice President, Adult Education***	M.B.A., Georgia College and State University
Curtis Ward	Executive Director	B.A., Columbus State University
Judy Cook-Snider	Director	Ed.S., University of West Georgia
Mercedes Tyler	Coordinator, Career Plus High School Diploma	M.A., Liberty University
Marquita Traylor	Specialist, Career Services and IET	
Wendy Gladden	Administrative Operations Specialist	
Stacie Davis	Administrative Assistant	
Chandra Daway	Administrative Assistant	
Sarah Collins	Administrative Assistant	
Vicki Carter	Adult Education Teacher	Ed.S., University of West Georgia
Jennifer Gutierrez	Adult Education Teacher	M.B.A., SUNY Buffalo State College
Tammy Smith	Adult Education Teacher	M.B.A., Regis University
Elizabeth Thoms	Adult Education Teacher	B.S., Georgia Institute of Technology
Kristine Thomas	Adult Education Teacher	M.B.A., Mercer University
Lauran Willard	Adult Education Lead Teacher/Curriculum Developer	J.D., Mercer University

Institutional Effectiveness

Christopher Daniel, Ed.D.	***Vice President, Institutional Effectiveness***
Brittany Odom	Coordinator, Institutional Effectiveness
Michael Shiver	***Chief Information Officer***
Jason Brown	Information Systems

	Administrator
Rodney Risper	***Help Desk Project Manager***
Ryan Estell	Technology Support Specialist
Kendrick Kimbell	Technology Support Specialist
Evan Jones	Technology Support Specialist

Student Affairs

Drew Todd, Ed.D.	***Interim Vice President, Student Affairs and Associate Vice President of Enrollment Management***
Robin Swain	Administrative Assistant to the Vice President
Nathan Bell	**Director, Recruitment and Student Communications**
Raquel Gutierrez	Admissions Coordinator
Michelle Humbard	High School Coordinator
Sonya Lawrence	Recruiter / Admissions Counselor
Cristy McAbee	High School Coordinator
Leah Santerre	Recruiter / Admissions Counselor
Vacant	**Manager, Admissions/Customer Relations**
Blaise Naggatz	Student Affairs Assistant - PT
Derrick Ogletree	Admissions Assistant
Callista Jones	Admissions Assistant
Aeriel Maxwell	Student Affairs Specialist
Rebecca O'Neill	Student Affairs Specialist
Jessica Patten	Admissions Assistant
Crystal Roberts	Admissions Assistant
Lela Russo	Receptionist - PT
Patricia Townsend	Admissions Assistant
Annita White	***Director, Career Placement and Academic Advisement***
Rickeshia Jackson	Special Services Coordinator/Retention Coach
Tomeshya Jones	Career Advisor
Vanette Martin	Career Advisor
LaRaysha Mobley	Career Advisor
Kim Yevak	Student Affairs Specialist
Vacant	Student Affairs Specialist
Vacant	Assessment Specialist II
Addison Malcom	Assessment Specialist I
Destyni Allen	P/T Assessment Specialist-Griffin
Vacant	***Executive Director of Financial Aid***
Vacant	**Director, Financial Aid**
Audrey Cash	Financial Aid Technician-Griffin/Federal Work-Study Coordinator
Kennisha Carter	Financial Aid Technician-Griffin/VA Specialist
Terri Coffelt-Adkins	Student Affairs Technician
Sheniqua Davison	Financial Aid Technician-Flint River
Tabitha Smith	Financial Aid Manager
Khadijah Mohammed	Financial Aid Technician-Griffin/Henry
Vacant	Financial Aid Technician-Griffin
Monica Green	***Registrar***
Robin Burns	Registrar Office Assistant
Shenetha Conley	Assistant Registrar-Griffin
Jennifer Oglesby	Assistant Registrar-Flint River
Ashley Stout	Assistant Registrar-Griffin
Candice Buckley	***Executive Director - Henry County Center and Director of Student Support Services***

Reginald Bass	Men's Assistant Basketball Coach (PT)

Economic Development

Richard Andrews	***Vice President, Economic Development***
Melissa Jackson	***Executive Director, Economic Development***
VACANT	Assistant Director, Economic Development
Joshua Green	Economic Development Coordinator
Leann White	Receptionist
Mionne McCauley	**Director, Child Enrichment Center**
Stephanie Denham	Assistant Director, Child Enrichment Center

Administrative Services

Stacy Acey	***Vice President, Administrative Services***
Vacant	Administrative Assistant to the Vice President
Becky Cobb	***Director of Administrative Services***
Roschell Guss	Account Specialist
Barbara Johnson	Account Specialist
Carlous Plummer	Accounting Technician
Monique Flowers	***Director of Student Accounts***
Erica Diggs	Accounting Specialist
Rachael Johnson	Account Specialist
Kristy Lowery	**Manager, Purchasing**
Sherman Brown	Shipping & Receiving Technician
Annette Hicks	Account Specialist, Purchasing
Vacant	Shipping & Receiving/Asset Management Technician
Terri George	**Bookstore Manager**
Brannen Wall	Bookstore Coordinator
Lisa Mobley	**Manager, Food Services**
Beth Burns	***Director of Human Resources***
Ginger Mayfield	Human Resources Coordinator
Qiana Sims	Human Resources Coordinator
Mandy Wood	Payroll Coordinator
Alan Stanfield, D.B.A.	***Associate*** **Vice President, Facilities and Operations**
DeeGee Gassett	Administrative Operations Specialist
Michael Chandler	***Facilities and Operations Director***
Scott Floyd	***Facilities Manager***
Christopher Dorward	Maintenance Technician
Danny Ford	Maintenance Technician
William Snead	Maintenance Technician
Joe Walker	***Maintenance*** **Coordinator - Griffin**
John Hosch	Custodian
Diane Elliott	Custodian
Terry Henry	Custodian
Debbie Johnson	Custodian
Raymond Johnson	Custodian
Morris Powers	Custodian
Lena Sims	Custodian
Clinton Harwell	Groundskeeper
Fred McCullough	***Maintenance Coordinator - Flint River***
Lonnie Atwater	Custodian
Robert Hardman	Custodian
Quinitha Searcy	Custodian
Millicent Wright	Custodian
Kevin Purser	***Maintenance Coordinator -Henry County Center***